

IMMEDIATE NEED REQUEST

2016 - 2017

*Approved
in Cabinet
3/14/17
Bill Smoggin*



Requested by: (Unit, Department, Division or Vice President)		
		Date to VP: 3/7/2017
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Human Resources	<i>[Signature]</i>
		Date to Cabinet: 3/7/2017
Division:		Outcome:
Vice President:		

Budget Request(s)		Justification for Request(s)		Funds Requested **			Funding
(List in Priority Order)		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.		Amount	One-time	Ongoing	Approved
1.		Funds for advertisement for the remainder of the fiscal year. Only receive \$64,000 per fiscal year which we normally subsidize with EEO funds. This fiscal year, we did not receive the EEO funds to assist.		\$20,000			
	Account Number(s):	11000-900310-583000-673000					
2.		Additional training needed, specifically AtIXa training in which HR will be bringing employees from Public Safety and Student Life, as well as HR staff. This is extremely relevant due to the recent incident of alleged sexual assault on campus. <i>Add Instruction</i>		\$20,000			
	Account Number(s):	11000-20000-521000-673000					
3.							
	Account Number(s):						

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.