

IMMEDIATE NEED REQUEST

2016 - 2017

Approved in Cabinet 1/16/17
Beth Coniggin



Requested by: (Unit, Department, Division or Vice President)			
		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Vice President, Instruction		
		Date to Cabinet:	
Division:		Outcome:	
Vice President:	Irene Malmgren		
		<i>Irene Malmgren</i>	
Budget Request(s)	Justification for Request(s)	Funds Requested **	
(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	Funding Approved
1.	The College had two accreditation visits in the Fall (Nursing & Paralegal) and will have two visits in the Spring (ACCJC & Registered Vet Tech Program). The fall visits combined with preparations for the ACCJC visit has virtually exhausted the existing budget. Therefore, we are requesting \$35,000 to provide for printing of the Self-Evaluation and food, lodging, and travel for ACCJC and the RVT program accreditors.	\$35,000	X
Account Number(s):	11000 900630 581000 609000		

** 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.