

IMMEDIATE NEED REQUEST

2016 - 2017

mt. san antonio college
 800 900 916
 9/16
 Biji Smokey
 Mt. San Antonio College

Requested by: (Unit, Department, Division or Vice President)		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Transportation	Date to Cabinet:	
Division:	Facilities Planning & Management	Outcome:	
Vice President:	Administrative Services		
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	Ongoing
1. Student Shuttle Lot M Fall and Spring Semesters 2016/17	Provide shuttle bus for students from Lot M to Mt. SAC Way, Monday through Thursday. For the first two weeks of the semester, there will be two busses daily. From the third week through the end of the semester, there will be one bus daily.	\$67,275	X
	11900 623000 561000 649000		
2.			
Account Number(s):			
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.