

# IMMEDIATE NEED REQUEST

2017-18



*Approved in Cabinet 3/21/18 Bill Singsis*

Requested by: Technical Services Division					
			Date to VP: March 19, 2018		
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Presentation Services				
			Date to Cabinet: March 20, 2018		
Division:	Technical Services				
Vice President:	Administrative Services				
Outcome:					
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. Funding for second year of Alertus Software Support.	The Alertus Server is a key component of the Alertus Emergency Notification System, the server actually manages the activation of the Alertus Beacons. Although maintaining software support for the server is not mandatory to the operation of the system, not having support means that we have to pay for upgrades and technical consultation. Since we are still working on activating the backup method to activating the alert beacons using UHF radio signals, this support is especially important this year. Since this was originally a construction project, Facilities Management paid for the first year of on-going support, but their practice is to only pay for the first year, then the users of the system, in this case Technical Services by default, have to pick up the on-going funding. We had not established a budget to do this in 2017-2018, so we are making this request. This support money will be built into our future budgets.	\$5,580	XXXX		
Account Number(s):	District Software Support -- XXX00-670000-584000-683000	5,580.00			

\*\* 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.