

IMMEDIATE NEED REQUEST
2017-18

Approved in Cabinet 2/20/18
Bill Seng



Requested by: (Unit, Department, Division or Vice President)				Date to VP: 14-Feb-18	
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Fine Art			Date to Cabinet:	
Division:	Arts	Dr. Sue Long	<i>[Signature]</i>	Outcome:	
Vice President:	Instruction	Dr. Irene Malmgren			

Budget Request(s) (List in Priority Order)	Justification for Request(s) <small>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</small>	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
1. Increase Fine Art model budget to cover 2017-18 shortfall	Increase of \$ 12,000 needed to cover ongoing shortfall resulting from growth sections. Has been funded one-time for the past three years. See attached history.	12,000.00		X	
Account Number(s):	Was: 11000 371000 261000 100100 2100, this year fiscal moved the account to pay models to: 11000 371000 232000 100100 2100				
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.