

IMMEDIATE NEED REQUEST

2017-18

Requested by: (Unit, Department, Division or Vice President)

Location

(Fill-in)

Reviewed By (Signature):

Date to VP:

Department or Unit:

Human Resources

Date to Cabinet: 11/7/2017

Division:

Outcome:

Vice President:

Budget Request(s)

Justification for Request(s)

An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.

Funds Requested **

Amount One-time Ongoing

Funding Approved

1.

HR used consultant, Sheila Forsberg, as an independent contractor to train on the reclassification process. We have received an invoice for services from last year that has not been paid and needs to be taken care of. There is no money left in the one-time funds to cover this expense.

\$5,000

X

Account Number(s):

11907-200000-561000-673000

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.