

IMMEDIATE NEED REQUEST

2017-18

REQUESTING: (Unit, Department, Division or Vice President)

Location Department or Unit:	(Fill-in)	Reviewed By (Signature):
Athletics		
Division:	Kinesiology, Athletics & Dance	
Vice President:	Dr. Irene Malmgren	

APR 11 2018
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MT. SAC!
 Mt. San Antonio College

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. Funds to augment staff budgets for track timing that will offset CDF rental	With the construction in the stadium, the track team is using Covina District Field for practice. We are able to offset the rental costs by providing timing services for 8 track meets during their season. The athletics department staff will be working these track meets so we are requesting an augmentation to our hourly budget to pay for staff time.	\$3,500.00	X		
Account Number(s):	11000-364000-232000-083550				
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.