

IMMEDIATE NEED REQUEST

2018-19

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

Location	(Fill-In)	Reviewed By (Signature):	Date to VP:
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Department or Unit:	Maintenance	Date to Cabinet:
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Division:	Administration	Outcome:
Vice President:	Mike Gregoryk	

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. 11000-621000-564000-651000	7/11/18-7/12/18-Emergency repair of campus electrical high voltage system requiring specialized vendor support. Costs include labor, and materials. Failure to act promptly would have compromised numerous class schedules and office operations.	\$56,000	X		
Account Number(s):					
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.