

IMMEDIATE NEED REQUEST

2018-2019

Approved in Cabinet 5/13/19
Bill Spragg



Requested by: Event Services			
		Date to VP:	5/13/2019
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Event Services	<i>[Signature]</i>	
Division:	Technical Services	<i>[Signature]</i>	
Vice President:	Administrative Services	Outcome:	

Budget Request(s) (List in Priority Order)	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 **			Funding
		Amount	One-time	Ongoing	Approved
1. Increase the services budget for Commencement 2019 to provide parking, required facility services and audio visual equipment for Citizens Bank Arena.	This covers the \$20,000 parking buy-out along with required services and expenses from the arena including, but not limited to, janitorial, engineering, guest services, ambulance/EMT, police/fire, utilities, staging, catering and security. This estimate is based on costs from previous years and quotes from the current year.	\$75,800.00	X		
Account Number(s):	11900-900820-561000-645000				
2. Increase travel account for Commencement 2019 to provide a hotel room for staff.	With the very early hours required for setup (4am) and long travel distance, hotel accommodations are necessary for one of the lead staff members.	\$250.00	X		
Account Number(s):	11900-900820-521000-654000				
3.					
Account Number(s):					

Grand Total

\$76,050.00