

IMMEDIATE NEED REQUEST 2018-19

*Approved
in Cabinet
5/21/19
Bill Simon*



Requested by: Human Resources					
					Date to VP:
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Human Resources				
					Date to Cabinet: 5/21/19
Division:					
Vice President:	Abe Ali				
Outcome:					
Budget Request(s)		Justification for Request(s)		Funds Requested **	
(List in Priority Order)		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.		Amount	One-time
				Ongoing	Approved
1.		During President's Cabinet on October 10, 2018, it was discussed that in an efforts to diversify hiring and encourage out of state candidates to apply and interview, the candidate reimbursement cap of \$500 would be temporarily suspended. We have been reimbursing the full cost of travel for interviewees traveling more than 150 miles each way. There is a process in place to ensure reimbursement for the most cost effective travel methods (e.g. someone who flies first class is reimbursed at the economy rate). We have spent a total of \$8,825 on candidate reimbursements this fiscal year.		7,000.00	X
Account Number(s):		11000-900310-524000-673000			

**** 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.**