

IMMEDIATE NEED REQUEST

2018-19

*Approved in
Cabinet
4/9/19
TJH*



Requested by: Human Resources					
		Date to VP: 3/28/19			
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Human Resources	Date to Cabinet: 4/9/19			
Division:		Outcome:			
Vice President:	Abe Ali				
Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(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.	There has been an influx of situations that required legal advice and/or services this fiscal year. We have received legal assistance on items such as two extensive student discipline/conduct cases (ongoing), the CalSTRS Audit, Public Records Act advice, seeking a transition to another third-party healthcare administrator, etc. The requested funds are needed to pay for invoices from previous services and to ensure funds are available for legal services needed through the FY 18/19. Legal services are requested by each division, Human Resources is developing a process for the use of legal services to determine if the requests require external legal assistance. In addition, the process will assist with reconciling all charges/expenses.	80,000.00	X		
	Account Number(s): 11000-900300-571000-673000				
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.