

IMMEDIATE NEED REQUEST

2019-20

Approved in
Cabinet
6/25/19
[Signature]



Requested by: (Unit, Department, Division or Vice President)		Makerspace NS Division	Date to VP:
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Makerspace	Martin Mason <i>[Signature]</i>	Date to Cabinet:
Division:	Natural Science	Outcome:	
Vice President:			

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.	Salary for two part time technicians for August / September	The Makerspace grant ends on May 31 st . New funding is expected in October. In order for the space to open in the Fall, there needs to be staff. In order to function at a minimal safe level to support students and curricular programs, technical expert staff is required to maintain and supervise the space. Includes benefits for part time staff.	12,201.60			
	Account Number(s):			12201.6		
2.	Maintenance and supplies for makerspace equipment	The equipment is heavily used and there are consumables associated with many machines such as saw blades, drill bits, power cords, relays, fuses, sand paper belts, oil, personal protective equipment and other items. In order to stay open, equipment must be maintained in operation condition.	1,800.00			
	Account Number(s):			1800		
3.	Student Worker Salary for August / September	The Makerspace grant ends on May 31 st . New funding is expected in October. In order for the space to open in the Fall, there needs to be staff. In order to function at a minimal safe level to support students and curricular programs, student workers are required to maintain and supervise the space. Includes benefits for part time staff.	4,815.00			
	Account Number(s):			4815		

**** 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.**