

# IMMEDIATE NEED REQUEST

2018-19

Approved in Cabinet  
6/11/19  
Bill Singer



Requested by: (Unit, Department, Division or Vice President)			Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Transportation		Date to Cabinet:	
Division:	Facilities Planning & Management		Outcome:	
Vice President:	Administrative Services			

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.	Increase Student Transportation Budget for Charter Coach Busses	The budget for Student Transportation has been nearly expended as of the middle of March. The current budget for contracted services is \$215,834.00, and for trips through February going into March has been expended. The budget required is fluid each year, since it is based on the number of Instructional, Student Services, and Athletic requests and the length of trips. The <b>estimate</b> to fund through the end of June 2019 is \$135,000.00, based on 2018 usage and trips still to come.			\$135,000.00		
	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.**