

IMMEDIATE NEED REQUEST

2019-20

*Approved in
Cabinet
10/1/19*

Bill Suggs



Requested by: (Unit, Department, Division or Vice President)		ACCESS
		Date to VP: 9/16/2019
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	ACCESS	<i>[Signature]</i>
Division:	Student Services	Date to Cabinet:
Vice President:	Audrey Yamagata-Noji	Outcome:

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.	Repair of the ACCESS Van.	The van used to transport ACCESS students is 15 years old and it needs maintenance work in addition to the wheelchair lift not functioning properly. The van is needed because some students cannot be accommodated by trams. The estimated costs include repair and safety inspection of the lift, parts and labor, as well as future maintenance and repairs to keep it in working order.			\$ 5,000		
	Account Number(s):	11000-522200-451000-642000			X		
2.							
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.