

# IMMEDIATE NEED REQUEST

2019-20

*Approved  
in Cabinet  
1/7/20*

*Ben Smith*



Requested by: (Unit, Department, Division or Vice President)					
		Date to VP: <i>12/19/2019</i>			
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Custodial Services	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. Additional funding for pest control services is needed to fund expanded services that include sodexo facilities.	An Immediate Needs Request is necessary to cover cost for pest control services to college facilities that for the second year include all sodexo locations. Funding to pay for monthly service contract, clean-up and sanitation work as needed for the remainder of fiscal year 2019-20.	\$35,000	X		
Account Number(s):	119000-625000-623000-589000				
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.**