

March 23, 2021



IMMEDIATE NEED REQUEST

Ongoing

| | | | | | |
|--------------------------------------------------------------|----------------------------------|--------------------------|--|--|-----------------------|
| Requested by: (Unit, Department, Division or Vice President) | | | | | |
| | | | | | Date to VP: 3/19/2021 |
| Location | (Fill-in) | Reviewed By (Signature): | | | |
| Department or Unit: | Custodial Services | <i>Kenneth H. Fabin</i> | | | Date to Cabinet: |
| Division: | Facilities Planning & Management | | | | Outcome: |
| Vice President: | Administrative Services | <i>hr</i> | | | |

| 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. New Supervisor for Custodial Services Department | An Immediate Needs is Requested for ongoing funding for a new Supervisor position. This position is requested due to the increased cleaning requirements during the return to campus, as a result of the pandemic, and continuing need for a safer campus. This position would initially be funded through the use of HEERF funds through September 2023. | \$126,744 | | X | |
| Account Number(s): | 11000-625000-212000-653000 21000 | | | | |
| 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.