

CARES/CRRSAA- Institutional Funds

2020 - 2021



Requested by: Uyen Mai, Marketing and Communications									
Location	Complete Name	Signature	Date	Approval:	Yes		No		
Department or Unit:	Marketing and Communications			Date:					
Division:				Vice Administrative Services Signature:					
Vice President:									

Budget Request(s)		CARES/CRRSAA Justification for Request(s)	Funds Requested ⁽¹⁾	Funding
Describe the services or items requested, include quantity ⁽²⁾		<p>Defraying expenses associated with coronavirus. This includes defraying lost revenue and expenses incurred after December 27, 2020.</p> <p>It also includes student support activities authorized by the Higher Education Act where those support activities address needs related to coronavirus. This includes using funds to carry out TRIO and GEAR UP program activities to the extent those activities address needs related to coronavirus.</p>	Amount	Approved
1.	5,000 Round 1" shiny silver hard enamel lapel pins. Imprint: Mounties Mask Together. 5,000 Polyester Lanyard (35 1/2" L x 3/4" W) with PU Card Sleeve (Badge Holder). Lanyard will have full color imprint; badge will have one color imprint.	It has been noted that staff needs to be identifiable on campus easily. These pins are an easy way to identify staff and promote health safety. The lanyard and badge holder will keep staff ID's visible, easily allowing students to find staff and keep social distancing.	\$16,135.50	
2.	246,300 Print and mail 6.25x9 postcard, 4/4 on 100# gloss cover	Many students need to be informed and reassured of the safety in returning to campus. These cards will be mailed to every household in our district to promote enrollment and a safe return to campus.	\$11,617.84	
3.	13,000 Print and mail 6 x 11 postcard, 4/4 on 14pt C2S	Many students faced hardships during the pandemic, halting their education. These postcards would be sent to students who dropped out or applied and never registered. The postcards would promote the safety in a return to campus and encourage students to re-pursue their education goals.	\$2,097.00	
4.	Postage for both postcard mailings 246,300 x \$0.092; 13,000 x \$0.16	Both runs of the postcards requested above will need to be mailed directly to these groups of students to ensure receipt.	\$24,739.60	
Account Number(s) ⁽³⁾ :				

(1) 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.

(2) Please add attachment if additional information needs to be included annual software upgrades, etc.

(3) If Unknown leave blank, the Fiscal Services department will include.