

IMMEDIATE NEED REQUEST

2020-21



Requested by: Human Resources		
		Date to VP: 10/2/2020
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Human Resources	Date to Cabinet: 10/6/2020
Division:		Outcome:
Vice President:	Abe Ali	

Budget Request(s)		Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)			Amount	One-time	Ongoing	Approved
1.	Legal Services	There has been an abnormal increase in employee relations, discrimination complaints, and student conduct hearings where the involved parties have secured legal representation. It is in the Colleges best interest to retain legal representation in these cases. We foresee exceeding the current legal budget. There are several on-going cases including three cases that require an outside investigator, and one arbitration case.	50,000.00	X		
	Account Number(s):	XXXXXX-900300-571000-673000				
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.