

IMMEDIATE NEED REQUEST

2021-22

Requested by: (Unit, Department, Division or Vice President)		President's Office/Technical Services			
		Date to VP:			
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	President's Office	<i>William J. Smoggini</i>		Date to Cabinet:	
Division:				Outcome:	
Vice President:					

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. Live Captioning Service for Board Meetings	At the Board's request, we are now live streaming Regular Board Meetings which require a live captioning service to comply with College Administrative Procedure. At this time, the request is only through the end of the fiscal year at which time we will re-evaluate the service that we're using to see if there is a more effective solution.	\$9,000	X		
Account Number(s):	11000 672000 589000 613000				
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.