

IMMEDIATE NEED REQUEST

2021-22

Requested by: Human Resources		
		Date to VP: 7/29/21
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Human Resources	
		Date to Cabinet: 8/3/21
Division:		Outcome:
Vice President:	Abe Ali	

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 IT Equipment - Badge Photo ID Software, Card Printer, Web Camera Kit, Installation, Training, and Required Supplies.	Per discussion in President's Cabinet, Human Resources has been tasked with printing employee identification badges. HR has ordered the ID card printer, camera, software, and necessary supplies, however, the invoice must be paid prior to delivery. This expense would greatly impact the current HR budget. HR requests one time funds to cover the start-up costs. The HR budget is able to cover future maintenance agreements.		8,000.00	X		
	Account Number(s):	XXXXXX-200000-641600-673000					
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.