

## IMMEDIATE NEED REQUEST

2017-18

Requested by: (Unit, Department, Division or Vice President)			
		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	School of Continuing Education	Date to Cabinet:	
Division:	School of Continuing Education	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. Advertising costs for noncredit programs at the West Covina and Pomona DMV for one year.	SCE will be entering into an agreement with RNS Communications, Inc. Motor Vehicle Network which advertises in California Department of Motor Vehicle (DMV) offices. This advertisement is intended to reach potential noncredit students and industry partners. For one year the cost is \$23,100 for two DMV sites and SCE has \$15,000 available to pay the invoice. The request is for \$8,100 to cover the balance of the invoice.	\$8,100	X		
Account Number(s):	11000 410000 XXXXXX 601000				
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.**