

IMMEDIATE NEED REQUEST

2021-22

Requested by: Human Resources				
		Date to VP: 11/18/2021		
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Human Resources			
		Date to Cabinet: 11/23/2021		
Division:		Outcome:		
Vice President:	Sokha Song (Acting VPHR) <i>Sukhachong</i>			
Budget Request(s)	Justification for Request(s)	Funds Requested **		
(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
1. Legal Services	The use of legal services has increased due to cases where the involved parties have secured legal representation, abitation meetings, or where a third-party is necessary due to conflict of interest. For the 2021-22 fiscal year, HR has received a total of \$120,000 (including immediate needs monies). We have exhausted our legal funds and with the current invoices to be paid we are negative (YTD \$133.850.21). There is currently one case in the beginning stages of arbitration.	80,000.00	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.