

IMMEDIATE NEED REQUEST

2022-23

APPROVED
President's Cabinet

William J. Smoggin
January 31, 2023

Mt. San Antonio College

Requested by: (Unit, Department, Division or Vice President)			
		Date to VP: 1/23/2022	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Purchasing	<i>Angelic Davis</i>	
		Date to Cabinet: 1/26/2023	
Division:	Administrative Services	Outcome:	
Vice President:	Morris Rodrigue		
		<i>h R</i> 1/25/2023	

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. Provide \$15,000 in additional funds for the payment of invoice for bidding software	The 2021-2022 service was only partially invoiced. The remaining portion of the contracted service was budgeted, but the invoice was not received prior to the year-end closing, and PO was closed.	\$15,000	X		
Account Number(s):	11000-640000-584000-677000				
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.