

# IMMEDIATE NEED REQUEST

2022-23

Requested by: Human Resources						
		Date to VP: 3/3/2023				
Location	(Fill-in)	Reviewed By (Signature):				
Department or Unit:	Human Resources	Date to Cabinet: 3/7/2023				
Division:		Outcome:				
Vice President:	Sokha Song					
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. COVID-19 support Staff FY 23/24 5 Contact Tracers 3 Antigen Testers	Human Resources seeks funding for the upcoming fiscal year 2023-2024 to sustain the College's ongoing COVID-19 response efforts. We require funding to maintain antigen testers and contact tracers to support these efforts effectively. These professional Experts III will help manage the increased workload by facilitating contact tracing, converting HR paper records into electronic format, conducting antigen testing, providing COVID accommodations for employees, and offering additional office support.		535,000.00	X		
Account Number(s):	XXXXX-200000-XXXXX-XXXX					
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.