

IMMEDIATE NEED REQUEST

2022-23

Requested by: Francisco Dorame, Dean of Counseling			
		Date to VPSS:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit	Counseling		
		Date to Cabinet:	
Division:	Student Services	Outcome:	
Vice President:	Dr. Melba Castro		

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. Transfer Specialist Salary	Transfer Specialist, Perla Partida, is currently funded 50% general funds and 50% Guided Pathways. We have a VACANT Career Services Specialist position that is also funded 50% general and 50% Guided Pathways. Due to Guided Pathways funding going away, we want to remove the Career Specialist position and convert the general funding to the Transfer Specialist position to make it 100% general funds. There will be an on-going shortfall of \$2,006 and we are requesting funding to cover that shortfall.	\$2,006.00		X	
Account Number(s):	11000.501500.211000.633000.2100 (CA9293) 11000.501500.211000.633000.2100 (CA9294)				
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.