

IMMEDIATE NEED REQUEST

2022-23

Requested by: (Unit, Department, Division or Vice President)			
			Date to VPSS:
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit	Access		
			Date to Cabinet:
Division:	Student Services	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.	Administrative Specialist I	ACCESS is requesting funding to hire an Administrative Specialist I for the ACCESS front desk. This position was formerly filled by an employee who is no longer working at ACCESS. Currently, the FT position is vacant and ACCESS has hired a short-term substitute to assist until the FT position can be filled. ACCESS requires this position to provide direct student support and process ACCESS applications and disability documentation in a timely manner.				
	Account Number(s):	11000-522000-211000-642000	\$99,582		x	
2.						
	Account Number(s):					
3.						
	Account Number(s):					