

IMMEDIATE NEED REQUEST
2022-23

Requested by: Human Resources				
		Date to VP: 9/22/2022		
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Human Resources			
		Date to Cabinet: 9/27/22		
Division:				
Vice President:	Sokha Song	Outcome:		
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 varying unprecedented circumstances, cases where the involved parties have secured legal representation, cases involving outside investigations, cases in arbitration, and an ongoing need for legal advice/opinions related to unprecedented circumstances. For the 2022-23 fiscal year, HR received an initial budget allocation of \$60,000 We have already spent a total of \$52,789 YTD. We have invoices for services rendered and our remaining funds will be depleted.	80,000.00	X	
Account Number(s):	XXXXX-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.