

IMMEDIATE NEED REQUEST
 2022-23



Requested by: Public Affairs/President's Office		
		Date to VP:
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Public Affairs	
		Date to Cabinet:
Division:		Outcome:
Vice President:	Bill Scroggins	

Budget Request(s) (List in Priority Order)	Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i>	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
1.	In the past, funding for the Annual Report has been piecemeal and there has not been a stable funding source. The Foundation has requested a considerable expansion in both the content and the distribution of the Annual Report. This, along with increasing supply costs, has made funding of this project impossible. Without ongoing funding, this report will not be published in print.	\$15,000		X	
Account Number(s):					
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.*