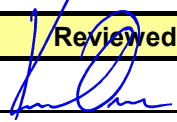



**IMMEDIATE NEED REQUEST**  
2022-23

Requested by: (Unit, Department, Division or Vice President)			
		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Technical Services		
		Date to Cabinet:	
Division:	Administrative Services		
Vice President:	Morris Rodrigue		
		Outcome:	

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.	One-time payment for the commissioning a multiviewer system for the Video Production Truck.	Our Purchase Order P0072460 was issued in March 2022 to purchase a multiviewer system to be installed in the Video Production Truck, and it included commissioning of the system after installation. The commissioning was not done until the next fiscal year, at which time it was discovered that the PO had been closed and the one time funds were swept in error without payment being made. The invoice is now past due.		1,700.00	1,700.00		
	Account Number(s):	11900-672000-641700-613000					
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.