

## IMMEDIATE NEED REQUEST

2022-23

Requested by: Human Resources				
		Date to VP: 1/12/2024		
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Human Resources			
		Date to Cabinet: 1/16/2024		
Division:	Human Resources			
Vice President:	Sokha Song	<i>Sokha Song</i>		
		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. Contract Consulting Services and Additional HR Recruitment Support.	Immediate funds are required to cover the expenses of a Consulting Services firm and additional HR recruitment services. These services are crucial to support the recruitment process, which involves a thorough search for qualified candidates. This encompasses identifying nationwide, state, and other suitable publications for placing advertisements for the position, as well as conducting extensive reference and background check services	40,000.00	X	
Account Number(s):	XXXXXX-200000-XXXXXX-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.