

IMMEDIATE NEED REQUEST

2023-24

APPROVED
President's Cabinet

February 7, 2024

Martha Lane
MT. SAC
Mt. San Antonio College

Requested by: Human Resources			
		Date to VP: 1/13/2023	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources	Date to Cabinet: 1/17/23	
Division:		Outcome:	
Vice President:	Sokha Song		

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. Legal Services	The use of legal services has increased due to varying unprecedented circumstances, instances where involved parties have secured legal representation, cases involving investigations, arbitration, and negotiation matters, and a continuous demand for general legal advice/opinions. In the 2023-24 fiscal year, HR has already expended approximately \$60,000 year-to-date in legal fees. Immediate additional funding is required to sustain these services and pay outstanding invoices for services rendered, as the current funds are insufficient to cover them.	150,000.00	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.**