

March 26, 2024

EMERGENCY FUNDING REQUEST

2023-24



Requested by: (Unit, Department, Division or Vice President)			Date to VP:
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	President's Office		Date to Cabinet:
Division:			Outcome:
Vice President:	Martha Garcia		

Budget Request(s)		Justification for Request(s)	Funding	
(List in Priority Order)		An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount Requested**	Amount Approved
1.	Overtime	Overtime work for classified employees was required to upload data and information related to an Accreditation Core Inquiry.	\$ 2,087.00	
	Account Number(s):	Human Resources		
2.	Overtime	Overtime work for classified employees was required to upload data and information related to an Accreditation Core Inquiry.	\$ 3,475.54	
	Account Number(s):	Instruction		
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.