

## EMERGENCY FUNDING REQUEST

2023-24



Requested by: (Unit, Department, Division or Vice President)		Date to VP: March 26, 2024	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Facilities Planning & Management - Custodial Services	Date to Cabinet: April 2, 2024	
Division:	Administrative Services	Outcome:	
Vice President:	Morris Rodrigue		
Budget Request(s)		Justification for Request(s)	
(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.	
1. Custodial Supplies through the end of the 2023-24 fiscal year		<p>There is an urgent and critical need for emergency funding to address a projected shortfall in our custodial supplies budget. Without this immediate financial support, there is a significant risk that our custodial services, vital for maintaining the cleanliness and hygiene of our facilities, could be compromised. This could negatively impact the educational environment and the overall well-being of our students, faculty, staff, and visitors.</p> <p>The need for additional funding has become paramount due to several factors:</p> <ol style="list-style-type: none"> <li>1. Increased Facility Size: Over the past year, we have <b>added 102,540 gross square footage</b> to our facilities, resulting in a proportional increase in the demand for custodial supplies.</li> <li>2. Rise in Campus Events: There has been a noticeable uptick in the number of events held on campus over the past year, with several more scheduled through June 30, 2024, including Commencement. These events necessitate additional cleaning and maintenance, further depleting our supplies.</li> </ol> <p>Given these circumstances, our current budget is projected to deplete rapidly, jeopardizing our ability to maintain the high standards of cleanliness and hygiene expected within our facilities.</p> <p>For a detailed breakdown of supplies and costs, please refer to the attached document.</p>	
Account Number(s):		11000-960400-451600-659000	

**\*\* 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.**

**Summary of Expenses per Vendor  
Organization 960400-Custodial Supplies**

**2018-2019 Expenditures**

451600	960400	659000	Acorn Paper Products	\$ 95,793.32
451600	960400	659000	Brady Industries	\$ 2,542.12
451600	960400	659000	Buckeye Cleaning Center - LA	\$ 69,369.94
451600	960400	659000	Custodial Supply transfer Event Svc	\$ (5,000.00)
451600	960400	659000	Glasby Maintenance Supply Co.	\$ 1,560.96
451600	960400	659000	Hillyard	\$ 4,664.04
451600	960400	659000	Maintex Inc	\$ 14,096.60
451600	960400	659000	P & R Paper Supply Company Inc	\$ 10,638.49
451600	960400	659000	Veritiv Operating Company	\$ 18,180.63
				\$ 211,846.10

**2021-2022 Expenditures**

451600	960400	659000	Acorn Paper Products	\$ 76,726.27
451600	960400	659000	Brady Industries	\$ 13,385.37
451600	960400	659000	Glasby Maintenance Supply Co.	\$ 2,750.64
451600	960400	659000	Hillyard	\$ 10,833.81
451600	960400	659000	Maintex Inc	\$ 4,998.02
451600	960400	659000	P & R Paper Supply Company Inc	\$ 6,533.98
451600	960400	659000	Padre Janitorial Supplies	\$ 22,080.14
451600	960400	659000	Rancho Janitorial Supplies	\$ 6,048.23
451600	960400	659000	The Home Depot Pro	\$ 1,767.33
451600	960400	659000	Veritiv Operating Company	\$ 9,259.23
451600	960400	659000	Waxie Enterprises	\$ 1,441.28
				\$ 155,824.30

**2022-2023 Expenditures**

451600	960400	659000	Acorn Paper Products	\$ 3,576.93
451600	960400	659000	Brady Industries	\$ 152,283.89
451600	960400	659000	Brady West, Inc	\$ (10,136.96)
451600	960400	659000	Glasby Maintenance Supply Co.	\$ 10,971.80
451600	960400	659000	Hillyard	\$ 11,793.30
451600	960400	659000	Maintex Inc	\$ 6,828.79
451600	960400	659000	Manage Men, Inc	\$ 174.48
451600	960400	659000	P & R Paper Supply Company Inc	\$ -
451600	960400	659000	Padre Janitorial Supplies	\$ 6,533.23
451600	960400	659000	Rancho Janitorial Supplies	\$ 1,129.18
451600	960400	659000	The Home Depot Pro	\$ 57,385.62
451600	960400	659000	Waxie Enterprises	\$ 1,964.80
				\$ 242,505.06

**2023-2024 To-Date Expenditures**

451600	960400	659000	Brady Industries	\$ 188,462.25
451600	960400	659000	Glasby Maintenance Supply Co.	\$ 1,353.42
451600	960400	659000	Hillyard	\$ 388.21
451600	960400	659000	Maintex Inc	\$ 2,429.04
451600	960400	659000	Rancho Janitorial Supplies	\$ 1,511.25
451600	960400	659000	The Home Depot Pro	\$ 4,046.60
451600	960400	659000	Veteran Building Maintenance & Supp	\$ 2,073.64
451600	960400	659000	Waxie Enterprises	\$ 2,212.43
				\$ 202,476.84

*\*Note - Commencement supplies projected at \$6,200*

# Facilities Budget Balance 03/25/24

## Custodial

### 625000-Custodial (P: 653000)

<i>Account</i>	<i>Account Description</i>	<i>Budget</i>
451000	Supplies	\$108.14
564000	Repairs	\$1,937.00
584000	Computer/Technlgy Related Sv	\$189.00
589000	Other Services	\$0.00
589200	Services for Catering/Prom Item	\$497.00
641300	New Equipment-\$1,000 to \$4,99	\$698.00
Total		<b>\$3,429.14</b>