

# EMERGENCY FUNDING REQUEST

2024-25

**APPROVED** *Martha Stone*  
 President's Cabinet September 24, 2024



Requested by: Human Resources			
			Date to VP:
<b>Location</b>	<b>(Fill-in)</b>	<b>Reviewed By (Signature):</b>	
Department or Unit:	HRVP Office		Date to Cabinet: 9/24/24
Division:	Human Resources		Outcome:
Vice President:	Sokha Song	<i>Sokha Song</i>	

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. 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 2024-25 fiscal year, HR has already expended approximately \$60,000 year-to-date in legal fees, depleting our fiscal allocation. 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.	\$ 100,000.00	
Account Number(s):	11000-900300-571000-673000		
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.**