



EMERGENCY FUNDING REQUEST

Requested by <i>(Name of Unit, Department, Division, or Vice President)</i>		Melba Castro, Vice President	Fiscal Year	2025-2026
Reviewed by		Signature	Date to Cabinet	3/3/2026
Department or Unit	Vice President Office		Outcome	
Division	Student Services			
Vice President	Melba Castro	<i>Melba Castro</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 or activity to cease to function.	Amount Requested**	Amount Approved
1.		Return of Title V funds for a class where the instructor did not complete the class during the 2025 Fall Semester. This administrative drop effect four students with an outstanding student debt that will be caused by reversing the financial aid awards.	\$ 12,419.00	
	Account Number(s):			
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.