

EMERGENCY FUNDING REQUEST

2025-26



Requested by: (Unit, Department, Division or Vice President)		Date to VP: 2/12/26
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	VPHR Office	Date to Cabinet: 2/17/26
Division:	Human Resources	Outcome:
Vice President:	Sokha Song	

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	We are requesting an emergency budget augmentation to cover invoices for services rendered after the \$60,000 fiscal allocation and \$60,000 in one-time funds were exhausted due to a significant increase in General Counsel and Title IX matters, including investigations, appeals, complex labor relations issues, and Public Records Act requests. The need for secured legal representation, outside investigations, and specialized counsel—along with arbitration and evolving Title IX compliance requirements—has significantly exceeded normal projections. We are requesting \$100,000 to cover pending invoices and support ongoing legal services and required legal and compliance activities through the end of the fiscal year.	\$ 100,000.00 \$20,000	
	Account Number(s):	xxxx-900300-571000-673000		
2.				
	Account Number(s):			
3.				
	Account Number(s):			

An Emergency Funding Request may only be used to request one-time funds. To request ongoing funds, please refer to the *Budget Development Guide - New Resource Allocations*.

**** The amount requested should include all ancillary costs, such as sales tax, shipping fees, etc. Please provide supporting documentation such as price quotes from a vendor, a copy of a catalog, etc.**