

## EMERGENCY FUNDING REQUEST

2025-26



|                                                              |                         |                                |  |
|--------------------------------------------------------------|-------------------------|--------------------------------|--|
| Requested by: (Unit, Department, Division or Vice President) |                         | Date to VP: 03/29/26           |  |
| Location                                                     | (Fill-in)               | Reviewed By (Signature):       |  |
| Department or Unit:                                          | Cashier's Office        | Date to Cabinet: April 7, 2026 |  |
| Division:                                                    | Fiscal Services         | Outcome:                       |  |
| Vice President:                                              | Administrative Services |                                |  |

  

| 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. 5 computers for the Cashier's Office Lobby area for Student Use | <p>The computers in the Cashier's Office lobby are outdated and barely functional, resulting in a loss of student access to essential self-service resources. These workstations support critical student transactions, including access to the student portal for registration, payment processing, financial aid disbursement information, and drop/hold resolution.</p> <p>This creates a significant barrier to student access and success, particularly during peak registration and disbursement periods.</p> <p>The Cashier's Office serves as a primary point of service for students navigating financial transactions. The absence of functional lobby computers directly impacts students, particularly those without reliable personal technology, who may be unable to complete time-sensitive financial and enrollment-related actions.</p> | \$ 11,000.00       |                 |
| Account Number(s):                                                 | 11900-614000-641200-672000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                 |
| 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.**