

IMMEDIATE NEED REQUEST

2015 - 2016

Requested by: (Unit, Department, Division or Vice President)

Location	(Fill-in)	Reviewed By (Signature):	Date to VP: 3.16.16
Department or Unit:	Transportation	<i>[Signature]</i>	Date to Cabinet:
Division:	Facilities Planning & Management	<i>[Signature]</i>	Outcome:
Vice President:	Administrative Services		

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. Increase Student Transportation Budget for Charter Coach Busses	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. The budget for student transportation for charter coach busses has been nearly expended as of the end of January. Coach busses were estimated at \$119,000 for the year, and as of January, \$110,176.72 has been expended (see attached spreadsheet). The budget required is fluid each year, since it is based on the number of Instructional, Student Services, and Athletic requests and the length of the trips. The estimate to fund through the end of June 2016 is \$80,000.	\$80,000			
Account Number(s):	11000 623000 561000 649000				
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.