

IMMEDIATE NEED REQUEST

2015 - 2016

Approved in +
Cabinet
5/11/16
Full Signature
MT. SAC
Mt. San Antonio College

Requested by: (Unit, Department, Division or Vice President)			
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources	<i>Cynthia Hoover</i>	
Division:			
Vice President:	Mike Gregoryk		
Outcome:			
Date to VP: 5-11-16			
Date to Cabinet:			
Budget Request(s) (List in Priority Order)		Funds Requested **	
		Amount	One-time
			Ongoing
			Approved
1. Campus Clarity (LawRoom)		\$35,000	
Justification for Request(s) An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. Year 2 of a 3 year site license agreement to provide student faculty training library access.			
Account Number(s):			
11900-900300-561000-675000			
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.