

IMMEDIATE NEED REQUEST

2018-19



Approved
in Cabinet
7/31/18
Bill Snodgrass

Requested by: (Unit, Department, Division or Vice President)								
		Date to VP:						
Location	(Fill-in)	Reviewed By (Signature):						
Department or Unit:	Transportation			Date to Cabinet:				
Division:	Facilities Planning & Management			Outcome:				
Vice President:	Administrative Services							
Budget Request(s)	Justification for Request(s)			Funds Requested **			Funding	
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.			Amount	One-time	Ongoing	Approved	
1.	Student Shuttle Lot M Fall and Spring Semester's 2018-2019	Shuttle students from lot M to Mt. Sac Way Monday thru Thursday. First two weeks there will be two busses daily. The third week thru the semester there will only be one bus.			\$73,000.00			
	Account Number(s):	11900-623000-561000-649000						
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.**