

**IMMEDIATE NEED REQUEST**  
2018-19

*Approved in Cabinet 8/7/18*  
*Bill [Signature]*



Requested by: Human Resources		Date to VP: 8/7/2018
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:		Date to Cabinet: 8/7/18
Division:		Outcome:
Vice President:	Abe Ali	

Budget Request(s) (List in Priority Order)	Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i>	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1.	The Title IX Manager was moved into an accommodating office to meet the needs of handling investigation interviews. The pieces of furniture were temporary in nature and not as accessible as they need to be. Facilities has assessed the office and provided a quote for furniture that will make the office properly accessible.	7,000.00	X		
Account Number(s):					
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.