

# IMMEDIATE NEED REQUEST

## 2014

Approved  
in Cabinet 5/20/14  
Bill Shoggin



**REQUESTING:** K.C. Kranz Wellness Center

<b>Location</b>	(Fill-in)	<b>Reviewed By (Signature):</b>
<b>Department or Unit:</b>	Wellness Center	<i>[Signature]</i>
<b>Division:</b>	Kinesiology	<i>[Signature]</i>
<b>Vice President:</b>	Instruction and Administrative Services	<i>[Signature]</i>

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.				
1. Increase staff in Wellness Center for Winter session program	Funding is needed to increase staff hours in the Wellness Center in order to give employees access for Baseline Fitness Assessments, program design, aerobic and group exercise classes in support of the Employee Wellness Program. The Summer program will run for 10 weeks from June 16 through August 22, 2014.	\$3,660.74	X		
<b>Account Number(s):</b>	11900-365000-232000-083600				
2.					
<b>Account Number(s):</b>					
3.					
<b>Account Number(s):</b>					

\*\* 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.