

SAN DIEGO CITY COLLEGE

Request for Emergency Funds Form

INSTRUCTIONS:

This form should be used when requesting emergency funding AFTER the Resource Allocation Committee has allocated funds.

PROCESS:

1. Complete this form in its entirety.
2. Sign the form as the requestor.
3. Have the Division Dean sign and approve the form.
4. Have the Division Vice President sign and approve the form.
5. The signed form should be submitted to the Vice President of Administrative Services (VPAS) for review **via email**.
6. The VPAS will evaluate the need and present the request to the Resource Allocation Committee (RAC) via email.
 - Emergency Requests will require a 24 hour response
 - Urgent Requests will require a 48 hour response
7. The VPAS in cooperation with RAC will deliberate and *IF FUNDING IS AVAILABLE* will determine whether to allocate funds for the request.
8. The Requestor, Division Dean, & Division VP will be notified via email of the result.
9. Any approved allocations will be shared as information items at the RAC Committee & President's Council

Requestor:		Date:	
Total Amount:		Program:	
Department:			

Please describe the Emergency or Urgent Need. (Please limit response to 300 words)

Please describe how the lack of this item impacts instruction, student services, or on-campus operations. (Please limit response to 300 words)

Please describe if there are other funding sources available to offset this cost. (Please limit response to 300 words)

Does this item directly impact the College's accreditation? YES NO

Does this item directly impact Health & Safety on Campus? YES NO

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Was this request included in your program plan?

YES

NO

Did you submit the request to RAC during the allocation process?

YES

NO

Approvals

Requestor

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Printed Name

Signature

Date

Dean

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Printed Name

Signature

Date

Vice President

--	--	--

Printed Name

Signature

Date

FOR RAC COMMITTEE USE ONLY

1. Reviewed by Vice President of Administrative Services

Signature **Date**

2. Is Funding Available?

YES

NO

3. If Yes, What is the funding source?

4. Is this funding request approved?

YES

NO

5. If no, please provide justification:
