SAN DIEGO CITY COLLEGE

Request for HEERF Funds Form

INSTRUCTIONS:

*Complete this form in its entirety to request **HEERF** funding. Approval is contingent on the availability of funds at the time of request.*

PROCESS:
1. Complete this form in its entirety and sign as the requester.
2. Have the Division Dean and Division Vice President sign and approve the form.
3. Forward signed form to the Vice President of Administrative Services (VPAS) for review.
4. The VPAS, in cooperation with the VPSS and VPI, will determine **IF FUNDING IS AVAILABLE.**
5. The Requestor, Division Dean, & Division VP will be notified via email of the result.
6. Requestors must work with their Dean and receive approval **BEFORE** purchasing items.
7. ALL REQUESTS MUST FOLLOW THE PURCHASING/PROCUREMENT PROCESS. Unauthorized purchases will be the responsibility of the requester/department.

PRIORITIES
1. Resources and support for students to continue studies in a remote environment.
2. Employees who do not have functioning computers, software, Wi-Fi, etc., necessary to complete their job.
3. Support for hard to convert classes.

Requester:		**Hardware:**	
Date:		**Software:**	
Total Amount Requested:		**Supplies:**	
Department:		**Other:**	

Does your department have budget for this request? Y ☐   N ☐
Is the requested item needed to complete your job? Y ☐   N ☐
Is this request included in Program Review?   Y   N

Please describe the request for HEERF Funds (Please attach applicable quotes dated within 30 days of this request)

Approvals

Requester:
_____ _____ _____
Print Name   Signature   Date

Dean:
_____ _____ _____
Print Name   Signature   Date

Vice President:
_____ _____ _____
Print Name   Signature   Date

VPAS:
_____ _____ _____
Print Name   Signature   Date

FOR BUSINESS SERVICES USE ONLY

HEERF Fund Source: _____   **Account Number:** _____