SAC REASOURCE ALLOCATION REQUEST FORM FY 2026/27 (Student Services)

Unit	Fiscal Year	Request Type	Item Description	Facilities Improvement Request?	Has this request been submitted to other funding sources?	Is this an annual on-going expense?	Estimated Cost		ITEM FUNDED? YES/NO	GL Account will be added during the funding period	Funded Amount
Student Services - Academic Talent Search - Manager Division	2026 - 2027	Supplies (Non-Instructional)	Backpack, and school supplies for new students entering the program.	No	No	No	$5,000		Yes	13-0003-649000-19565-4610	$5,000
Student Services - Admissions & Records - Manager Division	2026 - 2027	Software/Licenses/Fees (Non-Instructional)	Client Relations Management Tool- Element 451	No	No	Yes	$180,000		Yes	13-0003-620000-19205-5950	$180,000
Student Services - Disabled Student Programs & Services	2026 - 2027	Supplies (Non-Instructional)	Seating for Office Waiting Area	No	No	No	$3,000		Yes	13-0003-642000-19521-4610	$3,000
Student Services - Guardian Scholars	2026 - 2027	Personnel (Non-Instructional)	Student Services Specialist for Guardian Scholars Part-time position to assist with recruitment, onboarding efforts and case management for foster youth programs.	No	No	Yes	$31,595		Yes	13-0003-649000-19100-2320	$31,595
Student Services - International Students	2026 - 2027	Personnel (Non-Instructional)	Reorganization for Dao Nguyen to International Student Coordinator (Grade 11-16)	No	No	Yes	$12,692		Yes	Will fund once approved re-org is provided to Budget Office	$12,692
Student Services - International Students	2026 - 2027	Personnel (Non-Instructional)	Reorganization for Junko Ishikawa to International Student Coordinator (Grade 11-16)	No	No	Yes	$13,230		Yes	Will fund once approved re-org is provided to Budget Office	$13,230
Student Services - Student Advocacy & Accountability - Manager Division	2026 - 2027	Supplies (Non-Instructional)	Student Leadership Academy: Presenter fees for workshops in Spring cohort and keynote at end of program	No	No	Yes	$4,000		Yes	13-0003-649000-19705-5100	$4,000
Student Services - Student Advocacy & Accountability - Manager Division	2026 - 2027	Supplies (Non-Instructional)	Student Leadership Academy: Leadership Inventory student materials for workshop and other workshop materials.	No	No	Yes	$1,000		Yes	13-0003-649000-19705-4610	$1,000
Student Services - Student Advocacy & Accountability - Manager Division	2026 - 2027	Supplies (Non-Instructional)	Student Leadership Academy: Printing	No	No	Yes	$300		Yes	13-0003-649000-19705-5940	$300

Requested Totals **$250,817**

Approved Totals **$250,817**