



## Feather River College

Updated September 23, 2025

### One-time Funding Opportunity Process

We have set aside \$300,000 in the budget for one-time funding purchases due to one-time funding that FRC received this year. The intent is to use this funding to support simple, quick purchases that can be ordered by your department and delivered before the end of this academic year in May.

Funding authorization will follow a streamlined process: once a request is approved to be funded, the requested funds will be transferred into a specific departmental budget for each department to purchase the items per standard FRC purchasing processes. Keep in mind that purchasing limits for quotes/bids will still be required [Purchasing Requirements Form FP 20-11 update.pdf](#)

#### **Is this part of the APR process?**

- a) No, this opportunity is meant to invest specific one-time funds back into campus for items that can be delivered quickly and have an immediate impact this year and beyond
- b) If your request is not funded, you may still submit a similar request for the APR process

#### **What is allowed?**

- a) One-time purchases that are simple to purchase, order, and acquire within your own department.
- b) Piggybacking off a government contract for larger items instead of requiring three quotes or bidding process
- c) Professional development activities
- d) Supplies and equipment

#### **What is not allowed?**

- a) Facilities requests, building modification, construction, or requests that involves DSA or architect review
- b) Requests that commit the Facilities Department for a large additional workload such as extra installation, construction, or remodeling
- c) Personnel requests including part-time employees, stipends, or new positions
- d) Supplies that commit ongoing resources in future years (like software with a yearly license fee) unless your regular department budget is prepared to pick up the cost of the ongoing expenses each year
- e) Stockpiling large amounts of supplies for multiple future years

Keep in mind that the requests are intended to be quickly ordered, purchased, and delivered by your department to support your operations as soon as possible.

**How should large departments submit their requests?**

Multi-person departments will be required to submit one, combined, ranked list of requests per department. The goal is to have a discussion amongst departments in submitting one ranking that serves the overall needs of each department. Thus, the following departments will be required to each submit their consolidated and ranked list for the entire department

- Admissions/Registration
- Advising
- Agriculture
- Athletics
- Business Services
- CDC
- DSPS
- ENVR
- Facilities
- Financial Aid

**How will the requests be ranked?**

- a) The three Vice-Presidents will prioritize requests for funding, which will be discussed with the Strategic Planning Committee before approval from Superintendent/President.

**What is the criteria for the funding decision?**

- a) Feasibility
- b) Improvement of student success/retention or improvement of employee work effectiveness/efficiency
- c) Cost compared to overall campus impact

Forms will need to be received through electronic submission by Wednesday, November 5<sup>th</sup> at 4:00 pm.