



# PERALTA COMMUNITY COLLEGE DISTRICT

## REASONABLE ACCOMMODATION APPROVAL FORM

To be completed by the College President or District Manager as the final step in processing a request for reasonable accommodation. This form, after being signed by the College President or District Manager, should be forwarded to the Office of Risk Management, with copies of all pertinent documentation attached.

**PERSON TO BE ACCOMMODATED:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Type of assistance or accommodation:

Time period of accommodation: \_\_\_\_\_

Total cost of accommodation or assistance approved: \_\_\_\_\_

**BUDGET CODE:**

Source of College's 50% -- Budget Code: \_\_\_\_\_

Recommended                       Not Recommended

\_\_\_\_\_  
College President or District Office Manager

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Director of Risk Management

Date: \_\_\_\_\_

Source of District's 50% -- Budget Code: \_\_\_\_\_

Approved                               Not Approved

\_\_\_\_\_  
Chancellor

Date: \_\_\_\_\_

**Routing: College President/District Office Manager > to Risk Manager> to  
Chancellor > to Risk Manager**