

How to request funding from Associated Students

Follow these four (4) easy steps ...

Mt. San Antonio College, Student Life Office | Building 9C

STEP 1: VISIT THE A.S. WEBSITE

Go to www.mtsac.edu/as under the "Forms & Documents" tab and download the "Appropriation of Funding" form.

STEP 2: COMPLETE AN "APPROPRIATION OF FUNDING" FORM

Only College employees may complete and submit funding forms. Completed forms should be submitted to the AS. Secretary located in the Student Life Office (building 9C) at least six (6) weeks prior to the event date.

STEP 3: ATTEND SENATE AND EXECUTIVE BOARD MEETINGS

Follow-up with the AS. Secretary (ext. 4525) to find out when the student leaders will be voting on your request. Put the date on your calendar and make plans to attend BOTH the Senate and Executive Board meetings. The Senate approves or denies your request while the Executive Board ratifies or vetoes your request. It is recommended that you attend both meetings in order to answer any questions that the student leaders might have. Call the AS. Secretary (ext. 4525) on the following day to find out if the A.S. President approved or vetoed your request.

STEP 4: START PROCESSING REQUISITION(S) ON BANNER

Congratulations! If you made it to step four your request for funding was approved! Start the Banner requisition process immediately after your items have been approved. This means that you should touch base with whomever you listed as your Banner requisitioner and let him/her know to begin processing your requisition(s), POs, checks, reimbursements, Conference & Travel forms, or Independent Contractor payment(s). Everything requires four (4) approvals; so the sooner you get started the better! The Appropriation of Funding form must be completely filled out (requestor should complete all areas in blue type) and submitted to the AS. Secretary at least 6 WEEKS prior to the date of the event/activity to be considered for funding. Remember that AS will NOT be doing any of this for you and that the responsibility falls on the requesting party.

IMPORTANT NOTICE

All purchases should be made via the Banner system. Advisors will NOT be reimbursed for purchases made outside of Banner unless it involves expenses related to travel and conference in which case the "Travel & Conference" form must be completed (call ext. 5515, Fiscal Services for questions regarding travel). CONFERENCES: Any conference funded by AS. is subject to having the A.S. President select the attendees.



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: _____

Date Received: _____

Organization: Type organization name here

Person submitting form: Type name here

Email address:

Phone: Type phone here

Sponsor: _____

Date: _____

Co-Sponsor: _____

Date: _____

Amount Requested: Type Here

Name of person that will process your Banner requisition(s): Type Here

Signature (of person listed above):

Ext. Type Here

NOTE: The person listed MUST have completed Banner Requisition Training; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.

Name of Event:

Date of Event: Type Here

Location: Type Here

(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Type Here

Extension: Type Here

Advisor Signature:

Date:

If this is a conference request then provide the name and extension of the advisor attending.

Name: Type Here

Extension: Type Here

A.S. Senate

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. Executive Board

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. President

Signature

Date: _____

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit:

Type detailed description here

Anticipated number of attendees: Type Here

Students participating in this activity must have paid their current activity fee. NOTE: Student Life no longer gives out "stickers" for the activity fee. Fees must be verified electronically, via the Associated Students website. Who will be verifying this information?

Type Here

Cost breakdown: *(Please be specific and include a separate line item for each expense).*

Type detailed cost breakdown here

FUNDING CONDITIONS:

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all requisitions with approved vendors through the Banner system. Associated Students will NOT provide an expense envelope or petty cash for purchases. Petty cash may be reimbursed up to \$200.00. Although forms must be signed by the Director of Student Life, you (the requestor) are responsible for ensuring that all necessary forms and/or Banner requisitions are processed within the required timeframe.

This form must be completely filled out (requestor should complete all areas in **blue type**) and submitted to the A.S. Secretary at least 4 WEEKS prior to the date of the event/activity to be considered for funding. This will allow the Associated Students to review the nature of your request, approve the request, complete the process of allocating funds, and allow appropriate time for the event/activity to be advertised (in accordance with the A.S. Publicity Directive). NOTE: If the event requires Board of Trustees approval (i.e. payment for speakers, performers, contracts, or out of country travel), clubs must submit the Board item to the Associated Students Secretary by the first of the month PRIOR to the month of travel or event. Other groups must submit board item(s) through their division.

Advisor: Please initial to indicate that you have read and understood the A.S. "Funding Conditions"

INDEPENDENT CONTRACTOR(S):

If your event(s) requires that you pay speakers or performers for services, please complete the information below (A.S. does not make "donations" to groups). Any money paid for a service is considered to Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340 ("Contracts are not enforceable obligations until the Board of Trustees approves them"). Contracted Services, such as equipment rentals, also require a separate Board item. Please call the A.S. Secretary at ext. 4525 if you believe that you need a contracted service (other than catering).

If you have determined that you will be hiring an Independent Contractor, then please complete the information below for each person to be paid and e-mail the information to the **A.S. Secretary (lhennings@mtsac.edu)** the first of the month prior to the month of event.

Approval of Independent Contractors : *Must list name(s) of individuals*

PROVIDER	<i>Is this a College employee?</i>	AREA/ DEPT.	SERVICE/ ASSIGNMENT	DATE(S)	AMOUNT	FUNDING SOURCE
<i>Last name, First name</i>	<i>Yes? No?</i>	<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>
<i>Last name, First name</i>		<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a short description of the service here (ie. African Drummers Lo perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>