



# Appropriation of Funding

Associated Students, Mt. San Antonio College

**For Office Use Only**

Organization: Mountie Makerspace  
 Request#: 14 Person submitting form: Mala Arthur  
 Date Received: 2.21.18 Email address: [REDACTED]  
 Phone: [REDACTED]

Sponsor: Matt McBride Date: 3/6/18  
 Co-Sponsor: Taylor Mose Date: 3/6/18

**Amount Requested:** 1,000.00

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

**Signature** (of person listed above): Martin Mason Ext. [REDACTED]

*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:** Make your own Freebies

**Date of Event:** February 26, 2018 **Location:** Mountie Makerspace (F7)  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

**Advisor Name:** Martin Mason **Extension:** [REDACTED]

**Advisor Signature:** [Signature] **Date:** February 15, 2018

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

**Name:** **Extension:**

**A.S. Senate**

For: \_\_\_\_\_ Against: UNANIMOUS Abstain: \_\_\_\_\_ Date: 3/6/18

**A.S. Executive Board**

For: \_\_\_\_\_ Against: UNANIMOUS Abstain: \_\_\_\_\_ Date: 3/6/18

**A.S. President**

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

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

The Mountie Makerspace will offer Mt SAC Clubs Supplies to make their own custom t-shirts, buttons, and 3D Prints. Mt SAC Students will benefit by being able to actively participate in the design, and fabrication process of their own Marketing Items using Industrial Grade Equipment provided by the Mountie Makerspace.

Anticipated number of attendees:          N/A         

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?

Mala Arthur

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

See Attached PDF file.

## 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: A 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).

## Cost Breakdown

ITEM	QTY	COST/UNIT	TOTAL COST
Vinyl			
Black Heat Transfer Vinyl Roll	3	20.00	60.00
White Heat Transfer Vinyl Roll	3	20.00	60.00
Maroon Heat Transfer Vinyl Roll	1	20.00	20.00
Button Parts (1000 Piece)	1	77.80	77.80
T-Shirts (5 white, 5 black)			
Small	1	30.00	30.00
Medium	4	30.00	120.00
Large	4	30.00	120.00
X-Large	4	30.00	120.00
XX-Large	1	43.40	43.40
3D Filament (PLA)			
Gray	6	23.00	138.00
Black	6	23.00	<u>138.00</u>
Total Expenditures (excl. Tax and Shipping)			<b>927.20</b>