



# Appropriation of Funding

Associated Students, Mt. San Antonio College

### For Office Use Only

Request#: 17  
Date Received: \_\_\_\_\_  
Organization: Architecture and Design Club  
Person submitting form: Tsz Ping Chan  
Email address: \_\_\_\_\_  
Phone: \_\_\_\_\_

em sent 3/27

Sponsor: Jessica Wreel Date: Mar 14, 2019  
Co-Sponsor: Jaesung Shin Date: 3/14/19

Amount Requested: ~~\$1440.00~~ \$1740 increased to cover advisor

Name of person that will process your Banner requisition(s): Toni Franco  
Signature (of person listed above): [Signature] Ext. \_\_\_\_\_

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: Design Village 2019  
Date of Event: April 26 -28 Location: California Polytechnic State University  
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Hirohito Kuroki Extension: \_\_\_\_\_  
Advisor Signature: [Signature] Date: 3/5/2019

If this is a conference request then provide the name and extension of the advisor attending.  
Name: N/A Extension: N/A

A.S. Senate  
For: \_\_\_\_\_ Against: [Signature] Abstain: \_\_\_\_\_ Date: 3/19/19

A.S. Executive Board  
For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_ Date: \_\_\_\_\_

A.S. President  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

MAR 11 2019 10:12

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit: The purpose of this event is to improve students' Design and Village in real life (presenting to competition judges). Participation in the competition will encourage learning and collaborating as a collective with this community. It is a rare opportunity where students can actualize their ideas and make these ideas occupy-able and expressive. Students' personal profile can be enriched.

Anticipated number of attendees: 25

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?  
Architecture and Design Club Officers


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

- Hotel: \$75.00 \* 6 Rooms (4 person per room) \* 2 Days = \$900.00
- Entrance Fee: \$ 90 \* 6 main participants = \$540.00

## 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).