



# Appropriation of Funding

Associated Students, Mt. San Antonio College

**For Office Use Only**

Request#: 21 Organization: Architecture and Design Club  
 Date Received: 3-10-17 Person submitting form: Ignacio Sardinias  
 Email address: [redacted] Phone: [redacted] *em sent*  
 Sponsor: Tiana Taylor Date: 3/28/17  
 Co-Sponsor: Israel Garcia Date: 3/28/17

**Amount Requested: \$3,811.76**

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

**Signature** (of person listed above): [Signature] 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:** Design Village Competition

**Date of Event:** April 7-9, 2017 **Location:** Cal Poly San Luis Obispo  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

**Advisor Name:** Ignacio Sardinias **Extension:** [redacted]

**Advisor Signature:** [Signature] **Date:** 03/10/2017

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: 4 Against: 3 Abstain: 2 Date: 3/28/17  
*Anita Rogelio Celis Brenda Israel*

**A.S. Executive Board**

For: 5 Against: 0 Abstain: 0 Date: 3/28/17

**A.S. President**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit: Students participate in Design Village Competition where they are required to design, fabricate, and live in a structure for two nights in Poly Canyon at Cal Poly San Luis Obispo. Students learn how to use power tools and equipment to fabricate their own lightweight and portable structure. They learn about working with the environment and working with their peers.

Anticipated number of attendees: 34

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?

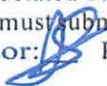
Hirohito Kuroki

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

Competition Registration Fee: \$90 x 9 students = \$810  
Hotel: \$248.92 (2 nights) x 8 rooms (for 25 students) = \$1991.76  
Food: \$15 x 34 students = \$510.00  
Fabrication Materials: \$500.00  
Total \$3,811.76

**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).