



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only	
Request #:	<u>15</u>
Date Received:	<u>3-3-16</u>

Organization: EOPS - Extended Opportunity Programs and Services

Person submitting form: Minnie Toledo

Email address: [REDACTED]

Phone: [REDACTED]

em sent

Sponsor:	<u>[REDACTED]</u>	Date:	<u>3/3/16</u>
Co-Sponsor:	<u>Aneca Nayda</u>	Date:	_____

Amount Requested: \$400.00

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

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: EOPS/CARE/CalWORKs Recognition Ceremony

Date of Event: May 12, 2016 Location: Bldg. 13 Design Technology Center

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

Advisor Name: N/A Extension: Type Here

Advisor Signature: _____ Date: _____

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

Name: N/A Extension: Type Here

A.S. Senate

For: 8 Against: 0 Abstain: 0 Date: 3/8/16

A.S. Executive Board

For: 5 Against: 0 Abstain: 0 Date: 3/8/16

A.S. President

Approve Veto Signature: _____ Date: _____

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

The EOPS/CARE/CalWORKs will honor the graduating students in May with a recognition ceremony. This event is an opportunity to recognize our students that have completed their Associate degree and those who are also transferring to a university. Family member, faculty and staff are invited to acknowledge the graduating class. EOPS/CARE/CalWORKs Programs selects a student speaker to share their challenges along with their academic achievements and all graduates are recognized with a certificate. Our ceremony will highlight the diversity of Mt. SAC and provide the community to witness the accomplishments of our students.

Anticipated number of attendees: 200

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?

CalWORKs students all most pay for the Students Activity Fee, the fee is included in the students Ancillary Request every term and are required to provide a receipt for the fees paid.

EOPS/CARE students are required to utilized services were their activity fees are required to be paid. We could also provide you with a list of students who have paid.

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

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. 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 **6 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 state 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: MT

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

Michael

	Unit Price	Quantity	Total
1 Libbey cylinder vase	5.49	13	71.37
2 Gold curly ting	6.49	13	84.34
3 Hydrangea 4per vase	2.49	52	129.48
4 Floral essentials azalea	1.24	26	<u>32.24</u>
			<u>317.45</u>

Party Fiesta

5 table covers Gold	5	13	65
		with out taxes	\$382.40

**EOPS/CARE CalWORKs students THANK YOU in advanced
for your support**