



# Appropriation of Funding

Associated Students, Mt. San Antonio College

<b>For Office Use Only</b>		<b>Organization:</b> Mountie Makerspace
Request#:	<u>20</u>	<b>Person submitting form:</b> Mala Arthur
Date Received:	<u>3.20.19</u>	<b>Email address:</b> [REDACTED]
		<b>Phone:</b> [REDACTED]
Sponsor:	<u>Jessien Medina</u>	Date: <u>03.22.2019</u>
Co-Sponsor:	<u>Jaeseung Shin</u>	Date: <u>4/5/2019</u>

<b>Amount Requested:</b> \$ 1,089.00	
<b>Name of person that will process your Banner requisition(s):</b> Martin Mason	
<b>Signature</b> (of person listed above): <u>[Signature]</u>	<b>Ext.</b> [REDACTED]
<i>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.</i>	
<b>Name of Event:</b> Supplies Funds	
<b>Date of Event:</b> <u>N/A</u>	<b>Location:</b> Bldg F7 Mountie Makerspace
<i>(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)</i>	
<b>Advisor Name:</b> Martin S. Mason	<b>Extension:</b> [REDACTED]
<b>Advisor Signature:</b> <u>[Signature]</u>	<b>Date:</b>
If this is a conference request then provide the name and extension of the advisor attending.	
<b>Name:</b> Type Here <u>N/A</u>	<b>Extension:</b> Type Here <u>N/A</u>

<b>A.S. Senate</b>	
For: _____	Against: <u>[Signature]</u> Abstain: _____ Date: <u>4/9/19</u>
<b>A.S. Executive Board</b>	
For: _____	Against: <u>[Signature]</u> Abstain: _____ Date: <u>4/9/19</u>
<b>A.S. President</b>	
<b>Signature</b> _____	<b>Date:</b> _____

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?

Marie Christine Galvan

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

Type detailed cost breakdown here

see attached sheet

#### 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).

Mountie Makerspace Associated Students Funds Application Spring 2019

**Purpose and nature of the event**

The purpose of this funding proposal is to provide students and their clubs materials to make projects such as t-shirts, stickers, buttons and 3D prints. This allows us to continue offering all Mt. SAC students to experience the process of making such projects as well as mingle amongst a variety of talents who frequent the Mountie Makerspace.

**Cost Breakdown**

Description	Vendor	Amount	Price each	Sub-total
3D Printer Filament 1.75 mm, 1kg Spools, variety of colors	Amazon	12	19.99	\$239.88
1.5" Button supplies				
Back Pins 500 pc	Button Boy Inc	1	46	\$46.00
Complete button parts 1000 pc	Button Boy Inc	1	89	\$89.00
2.25" Button supplies				
Complete button parts 1000 pc	Button Boy Inc	1	115	\$115.00
Heat transfer Vinyl				
Black	Amazon	5	17.89	\$89.45
White	Amazon	5	17.79	\$88.95
Printable HTV 100 Pack	Amazon	2	71.5	\$143.00
T-shirts				
S black	Shirtchamp	20	2.68	\$53.60
XL black	Shirtchamp	20	2.68	\$53.60
Printable Sticker Paper				
Glossy	Amazon	2	18.99	\$37.98
UV protection Spray	USCutter	3	12.49	\$37.47
			Subtotal	\$993.93
		9.50%	Est. Tax	\$94.42
				\$1,088.35

[https://www.amazon.com/stores/node/14181177011?\\_encoding=UTF8&field-lbr\\_brands\\_browse-bin=HATCHBOX&ref=#l\\_dp\\_s\\_web\\_14181177011](https://www.amazon.com/stores/node/14181177011?_encoding=UTF8&field-lbr_brands_browse-bin=HATCHBOX&ref=#l_dp_s_web_14181177011)

[https://www.amazon.com/Transfer-Clothes-T-Shirt-Cricut-Silhouette/dp/B07L2NJY3C/ref=sr\\_1\\_2\\_sspa?keywords=heat+transfer+vinyl&qid=1552600186&s=home-garden&sr=1-2-spons&psc=1](https://www.amazon.com/Transfer-Clothes-T-Shirt-Cricut-Silhouette/dp/B07L2NJY3C/ref=sr_1_2_sspa?keywords=heat+transfer+vinyl&qid=1552600186&s=home-garden&sr=1-2-spons&psc=1)

[https://www.amazon.com/dp/B01HQR7GC4/ref=twister\\_B01HQR7G6K?\\_encoding=UTF8&psc=1](https://www.amazon.com/dp/B01HQR7GC4/ref=twister_B01HQR7G6K?_encoding=UTF8&psc=1)

<https://www.shirtchamp.com/gildan-wholesale-sale.cfm?ProductID=47271>

[https://www.amazon.com/LD-Glossy-Inkjet-Sticker-8-5X11/dp/B000VKV2H4/ref=sr\\_1\\_1?m=A1SN38Q3IEHQD&s=merchant-items&ie=UTF8&qid=1536796556&sr=1-1&keywords=sticker+paper](https://www.amazon.com/LD-Glossy-Inkjet-Sticker-8-5X11/dp/B000VKV2H4/ref=sr_1_1?m=A1SN38Q3IEHQD&s=merchant-items&ie=UTF8&qid=1536796556&sr=1-1&keywords=sticker+paper)

[https://www.uscutter.com/ClearJet-Liquid-Laminate-Semi-Gloss-Spray-12-oz?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=PLA&qclid=CjwKCAjw96fkBRA2EiwAKZiFTexwt4ignyQko0aK2y\\_BpcdbAdaTI4K3xeieg9yUNDN15CEyj14qRoCMt8QAvD\\_BwE](https://www.uscutter.com/ClearJet-Liquid-Laminate-Semi-Gloss-Spray-12-oz?utm_source=google&utm_medium=cpc&utm_campaign=PLA&qclid=CjwKCAjw96fkBRA2EiwAKZiFTexwt4ignyQko0aK2y_BpcdbAdaTI4K3xeieg9yUNDN15CEyj14qRoCMt8QAvD_BwE)

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](mailto:lhennings@mtsac.edu)) the first of the month prior to the month of event.

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

<b>PROVIDER</b>	<i>Is this a College employee?</i>	<b>AREA/ DEPT.</b>	<b>SERVICE/ ASSIGNMENT</b>	<b>DATE(S)</b>	<b>AMOUNT</b>	<b>FUNDING SOURCE</b>
<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 (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>