



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#:

18

Organization: LAMBDA

Person submitting form: Dianne Rowley

Date Received:

4-5-18

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor:

Vrinda Chauhan

Date:

4/6/18

Co-Sponsor:

Logan Snyder

Date:

4/6/18

Amount Requested: ~~\$1,500~~ 1471

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

Signature (of person listed above):

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: LAMBDA Pride Event

Date of Event: May 16, 2018

Location: Between Library and Campus Cafe

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

Advisor Name: Dianne Rowley

Extension: [REDACTED]

Advisor Signature:

Dianne Rowley

Date: 4/12/2018

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

Name: Type Here

Extension: Type Here

A.S. Senate

For:

Against:

Abstain:

Date:

4/12/18

A.S. Executive Board

For:

Against:

Abstain:

Date:

4/12/18

A.S. President

Signature

Date:

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit: The LAMBDA Pride Day is an annual campus event to raise awareness of the LGBTQ+ community. Approximately a dozen informational booths are set up and campus, community resources, and student groups distribute information. Costco pizza will be provided to students free of charge from the Student Life kitchen from 11:30-1:30pm

Anticipated number of attendees: Type Here
200 students

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?

LAMBDA officers and advisors

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

75 Costco pizza \$9.99 (8 slices each) (w tax 10.92) = \$819

6 case of Costco bottled water (40 bottles) 26.98 (w tax 29.61) = 177.66

~~20 lb bag of ice 2.79 (w tax 3.06) (10 bags) = 27.90~~

20 12 packs 5.79 of soda (w tax 6.18) Costco = 123.60

24 Pride Booth table coverings 1.99 each (w tax 3.93) = 94.32

6 bags of Oriental Trading Carnival beads 48 for 11.99 (w tax 13.15) = 78.90

Pride booth candy (7 Costco funhouse treats 15.99 (w tax 17.49) = 122.43

200 Staples Color copies of flyer .11 each (w/ tax .12) = 24.00

1 bag of 285 Costco paper plates 20.39 (w/ tax 22.38) = 20.39

1 package of 800 Costco napkins 9.99 (w/ tax 10.98) = 10.98

Total = 1499.18

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

INDEPENDENT CONTRACTOR(S): FUNDING CONDITIONS:

If you are an independent contractor, you must complete this form and submit it 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 Board of Trustees for approval. The Board of Trustees may require a separate Board of Trustees meeting to be held to discuss the request. The Board of Trustees will then make a decision on whether to fund the request. The Board of Trustees will also require a separate Board of Trustees meeting to be held to discuss the request. The Board of Trustees will then make a decision on whether to fund the request.

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 Board of Trustees for approval. The Board of Trustees may require a separate Board of Trustees meeting to be held to discuss the request. The Board of Trustees will then make a decision on whether to fund the request.



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: 18 Organization: Type organization name here
 Date Received: 4-5-18 Person submitting form: Type name here
 Email address: _____
 Phone: Type phone here

Sponsor: Vrinda Chauhan Date: 4/6/18
 Co-Sponsor: Logan Snyder Date: 4/6/18

Amount Requested: Type Here \$1,500⁵⁰ CATERING

Name of person that will process your Banner requisition(s): Type Here Madison Stude

Signature (of person listed above): [Signature] Ext. Type Here [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: LAMBDA PRIDE 2018

Date of Event: Type Here 5/16/18 Location: Type Here Between Library & Campus Cafe
 (Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Type Here Dianne Rowley Extension: Type Here [Redacted]

Advisor Signature: [Signature] Date: 3/29/18

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

Name: Type Here _____ Extension: Type Here _____

A.S. Senate

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. Executive Board

For: _____ Against: _____ Abstain: _____ Date: _____

A.S. President

Signature _____ Date: _____

tabbed to 4/17

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

Type detailed description here

LAMBDA Drag Show

Anticipated number of attendees: Type Here

50

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?

Type Here

Dianne Rowley


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

Type detailed cost breakdown here

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).