



Appropriation of Funding

Associated Students, Mt. San Antonio College

For	Use	Organization:
Request #:	<u>27</u>	<u>Associated Students</u>
Date Received:		Person submitting form: <u>Aneca Koleen Abcede</u>
		Email address: [REDACTED]
		Phone: [REDACTED]
Sponsor: Corey Case Date:		
Co-Sponsor: Date: <u>Dan Garcia</u>		

Amount Requested: <u>2700.00</u>
Name of person that will process your Banner requisition(s): Leslie Hennings
Signature (of person listed above): _____ Ext. <u>Type Here</u>
<i>NOTE: The person listed MUST have completed <u>Banner Requisition Training</u>; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.</i>
Name of Event: <u>Angels V.S. Dodgers</u>
Date of Event: <u>June 29, 2017</u> Location: <u>Type Here</u>
1. (Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)
Advisor Name: <u>Andi Sims</u> Extension: <u>Type Here</u>
Advisor Signature: _____ Date: _____
If this is a conference request then provide the name and extension of the advisor attending.
Name: <u>Type Here</u> Extension: <u>Type Here</u>

A.S. Senate

A.S. Senate			
For: <u>5</u>	Against: <u>3</u>	Abstain: <u>1</u>	Date: <u>5/2/17</u>
A.S. Executive Board			
For: <u>4</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>5/2/17</u>
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 Mt.SAC Foundation would like to provide Associated Students with the opportunity to give back to our students by providing free tickets to a very popular local game. This will assist A.S. with outreaching to students. This event is the Angels VS. Dodgers game.

Anticipated number of attendees: 100 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?

We will check during the giveaway process of which will be through raffle. Tickets will be reserved for ASO officers and staff who would to attend.

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

\$27 (ticket) x 100 students = \$2700

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