



# Appropriation of Funding

Associated Students, Mt. San Antonio College

[Redacted]

For Office Use Only	
Request #:	28
Date Received:	4/18/17

**Organization:** DSPS: Strength in Diversity  
**Person submitting form:** Manoj Jayagoda  
**Email address:** [Redacted]  
**Phone:** [Redacted]

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Sponsor:	Israel Garcia	Date:	4/14/17
Co-Sponsor:	Jiseon Kim	Date:	4/14/17

**Amount Requested:** \$272

**Name of person that will process your Banner requisition(s):** Carole Stevens

**Signature** (of person listed above): Carole Stevens 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:** Collaboration 4 Staff and Students

**Date of Event:** May 17, 2017      **Location:** 9E-Patio  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

**Advisor Name:** Manoj Jayagoda      **Extension:** [Redacted]

**Advisor Signature:** [Signature]      **Date:** 4.17.17

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

**Name:** Manoj Jayagoda      **Extension:** [Redacted]

### A.S. Senate

For: UNANIMOUS Against: NO Abstain: \_\_\_\_\_ Date: 5/2/17

### A.S. Executive Board

For: 4 Against: 0 Abstain: 0 Date: 5/2/17

### 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:**

This event will be a potluck regarding DSPS club's activities. Students introduce themselves and they describe their club's activities and the accomplishments students in the club have acquired. Students will benefit from this event by providing them knowledge with resources regarding information about accommodations, tutoring services, transit services, and resources at Mt. San Antonio College.

**Anticipated number of attendees:** 40

**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?**

Manoj Jayagoda

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

Albertson's  
Hundred pieces of Chicken= \$86.19  
Potato Wedges, 3 lb.= \$14  
3 Foot Long Sandwich= \$39.99  
Cold Slaw, 4Lb.= \$14  
King's Hawaiian Rolls= \$7.49  
Vegetable plate= \$14  
Tostitos Salsa= \$4.99  
Lays Chips= 2 for \$5  
Two litters of soda at four bottles= \$9  
Paper plates= \$11.99  
Plastic cups= \$6.99  
Flat ware= \$8.99  
Napkins= \$3.49  
Cake= \$16.99  
Bags of Ice= 2 for \$5  
**Total before taxes: \$248.11**  
Estimated taxes (9.5% rate) 23.57  
**Total estimated cost \$ 271.68**

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**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**"

### 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 be an 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).

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)** at least 6 weeks prior to the event date.

**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 <u>short</u> 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 <u>short</u> 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>