



# Appropriation of Funding

Associated Students, Mt. San Antonio College

MAY 18 2017 PM 12:15

### For Office Use Only

Request#: 29  
Date Received: 5/23/17

Organization: I.D.E.A.S and Mt. SAC students  
Person submitting form: Maricela Vazquez Aviles  
Email address: [REDACTED]  
Phone: [REDACTED]

*sent em 5/31*

Sponsor: Rogelio Medrano Date: 5/18/17  
Co-Sponsor: Isaac Garcia Date: 5/18/17

Amount Requested: \$1,250

Name of person that will process your Banner requisition(s): \_\_\_\_\_

Signature (of person listed above): \_\_\_\_\_ Ext. \_\_\_\_\_

*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: **UCLA Immigrant Empowerment Conference**

Date of Event: June 3, 2017 Location: University of California, Los Angeles  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

Advisor Name: Jesse Lopez Extension: [REDACTED]

Advisor Signature: [Signature] Date: 5/18/17

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

Name: Lisa Pringles Phone Number: (323) 804-1461

### A.S. Senate

For: 0 Against: 0 Abstain: 0 Date: 5/30/17

### A.S. Executive Board

For: \_\_\_\_\_ Against: UNANIMOUS Abstain: \_\_\_\_\_ Date: 5/30/17

### A.S. President

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

With this political climate, the continued work of organizations serving the undocumented community is especially important. As one such organization, the AB540 Project of UCLA works to increase awareness about the undocumented struggle, and about the available legal and financial resources for undocumented students and their families with the ultimate goal of uplifting all undocumented immigrant students along with informing allies on how they can help these students .

Anticipated number of attendees: 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?

Maricela Vazquez Aviles and Lisa Pringles

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

50 students X \$25 for meal = \$1,250

Transportation fee = \$0

### 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: JL 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).