



# Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

For Office Use Only	
Request #:	2
Date Received:	

### I. Type of Appropriation Requested (Select all that apply):

- |  | Amount Requested per item |
|--|---------------------------|
| <input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)                                 | \$ _____                  |
| <input checked="" type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ 13,300                 |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)                     | \$ _____                  |
| <input type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.)                  | \$ _____                  |

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

TOTAL AMOUNT REQUESTED: \$ 13,300

2995

### II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No

If so, please indicate the Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

### III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: SHPE

Name of Event: 2019 SHPE National Convention

25 Live Reservation Reference Code: Requested ~~2019-AAFW2K~~

Event Location: Phoenix, AZ 2019-AAFXAJ

Event Date: 10.30.19 - 11.3.19

Event Start to End Time: \_\_\_\_\_

NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

**IV. Additional Information Required**

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select which priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

*Please attach supplemental sheets to describe how your event fulfills one or more of A.S. Priority areas and a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.*

**V. Funding Conditions**

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III at least 6 weeks prior to the event date to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu).

**A. Club Advisor / Employee Submitting Request Form**

Print: Dana Felix  
 Sign: [Signature]  
 Date: 9/14/19 Ext/Phone: [Redacted]  
 Email: [Redacted]

**B. Designee Processing Banner Requisition(s)**

*If different from person A.*

Print: Elizabeth Estever  
 Sign: [Signature]  
 Date: 9/15/19 Ext/Phone: [Redacted]  
 Email: [Redacted]

**For Office Use Only**

Co-Sponsor (Motion): Andy SHIN Date: 9/10/19

Co-Sponsor (Second): FAZEL MAJADDEDI Date: 9/10/19

**A.S. Senate**

For: 11 Against: 0 Abstain: 0 Date: 9/10/19

**A.S. Executive Board**

For: 5 + ST Against: 0 Abstain: 0 Date: 9/10/19

**A.S. President**

Approve  Veto Signature: [Signature] Date: 9.10.19

Notification of Appropriation Date: 9/12/19 Requisition #: \_\_\_\_\_ PO #: \_\_\_\_\_

\* Amended 6 Members + Advisor = \$7,995