



# Appropriation of Funding

Associated Students, Mt. San Antonio College

em sent 9/22

**For Office Use Only**

Request #: 1

Date Received: 9-6-16

Organization: MT. SAC Mens Track and Field

Person submitting form: Ron Kamaka

Email address: [REDACTED]

Phone: [REDACTED]

Sponsor: Maia Lopez [Signature] Date: 9/8/16

Co-Sponsor: Daniel Sanchez [Signature] Date: 9/9/16

**Amount Requested:** \$6,925

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

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

*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:** State Championship Rings

**Date of Event:** May 20-21, 2016      **Location:** San Diego Mesa College  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

**Advisor Name:** Ron Kamaka      **Extension:** Type Here

**Advisor Signature:** [Signature]      **Date:** 9-7-16

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: 7 Against: 0 Abstain: 0 Date: 9/20/16

**A.S. Executive Board**

For: 4 Against: 0 Abstain: 0 Date: 9/20/16  
*(Concur)*

**A.S. President**

Approve     Veto    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

tabled to 9/20

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

The Mt. SAC Mens Track and Field team has won the state championship and are asking for funding in order to help them receive championship rings. The students would benefit from this because their hard work and dedication would be appreciate and recognized by A.S.

**Anticipated number of attendees:** 39 (25 students, 14 coaches)

**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?**

Ron Kamaka

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

Cost of each ring: \$175  
\$175 for 39 rings is \$6,825  
Total shipping is \$100  
Total cost \$6,925

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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: \_\_\_\_\_ Please initial to indicate that you have read and understood the A.S. "**Funding Conditions**"

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**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



Legend Rings  
Kyle Ferbey  
Box 53565  
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Edmonton, AB - T6X 0P6  
780-994-8700  
[kylef@legendrings.com](mailto:kylef@legendrings.com)

INVOICE NO. 2016 - 052507  
DATE May 27, 2016  
CUSTOMER ID Mt. San Antonio Track Team

TO Ron Kamaka  
Head Coach  
Mt. San Antonio Track Team

REPRESENTATIVE	JOB	SHIPPING METHOD	DELIVERY DATE ESTIMATE	PAYMENT TERMS	PAYMENT DUE DATE
Kyle Ferbey	2016 - 052507	ExpressPost	July 29, 2016	100% DUE NOW	June 3, 2016

QTY	ITEM #	DESCRIPTION	ITEM PRICE	TOTAL
39	Rings	Mt. San Antonio Track Team Rings	\$ 175.00	\$ 6,825.00
39	Boxes	Standard Ring Boxes	FREE	FREE
1	Shipping	ExpressPost	\$ 100.00	\$ 100.00
SUBTOTAL				\$ 6,925.00
SALES TAX				N/A
TOTAL				\$ 6,925.00

**Terms & Conditions**

Due to the custom nature of this product, we do not accept returns. However, it is our goal to make all of our customers satisfied. If you are unhappy in any way, please let us know and we will do everything possible to fix it.  
Your ring will take approx 10 weeks to complete and be delivered directly to the campus.

**THANK YOU FOR CHOOSING LEGEND RINGS!**