



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 #:	12
Date Received:	10/28/19

agenda 11/2 notified
em sent 11/8

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

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ 1,470
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$
- 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: \$ 1,470

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: I.D.E.A.S.

Name of Event: Christmas in Mexico

25 Live Reservation Reference Code: 2019-AAGFLC

Event Location: Bldg. 13 1700

Event Date: December 5th, 2019

Event Start to End Time: 5:30 PM-10:30 PM

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.

A. Club Advisor / Employee Submitting Request Form

**B. Designee Processing Banner Requisition(s)
If different from person A.**

Print: Jesse Lopez
 Sign: *Jesse Lopez*
 Date: 10/28/19 Ext/Phone: [REDACTED]
 Email: [REDACTED]

Print: Stacy Lee
 Sign: *Stacy Lee*
 Date: 10/28/19 Ext/Phone: [REDACTED]
 Email: [REDACTED]

For Office Use Only			
Co-Sponsor (Motion):			Date:
Co-Sponsor (Second):			Date:
A.S. Senate			
For:	Against:	Abstain:	Date:
A.S. Executive Board			
For:	Against:	Abstain:	Date:
A.S. President			
<input type="radio"/> Approve	<input type="radio"/> Veto	Signature:	Date:
Notification of Appropriation	Date:	Requisition #:	PO #: