



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

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

Submit to Student Life Office and email to [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu). Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	21
Date Received:	2/28
Agenda Date:	3/7

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

Amount Requested per item

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ \_\_\_\_\_
- 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.) *Women's XC Championship Rings* \$ 2,117.00

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: \$ 2,117.00

## 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: \_\_\_\_\_

Name of Event: Women's XC Rings 2022

25 Live Reservation Reference Code: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_

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 one priority area(s) your event fulfills.

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

*Please describe how your event fulfills the selected A.S. Priority area and provide 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

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

Print: Giovanni Lanaro

Print: Ani Escalera

Sign: 

Sign: \_\_\_\_\_

Date: 2/27/23 Ext/Phone: 5224

Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_

Email: glanaro@mtsac.edu

Email: \_\_\_\_\_

#### For Office Use Only

Co-Sponsor (Motion): <u>Vincent Goh</u>		Date: <u>3/7/23</u>
Co-Sponsor (Second): <u>Lakshkaira</u>		Date: <u>3/7/23</u>
<b>A.S. Senate</b>		
For: <u>11</u>	Against: <u>0</u>	Abstain: <u>0</u> Date: <u>3/7/23</u>
<b>A.S. Executive Board</b>		
For: _____	Against: _____	Abstain: _____ Date: _____
<b>A.S. President</b>		
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>Aulla</u> Date: <u>3/8/23</u>
Notification of Appropriation	Date: _____	Requisition #: _____ PO #: _____
C & T Form:	Date: _____	T#: _____
Check Requests:	\$ _____	Purpose: _____ \$ _____ Purpose: _____
	\$ _____	Purpose: _____ \$ _____ Purpose: _____



# QUOTE

**Legend Rings**  
13823 156 ST NW  
Edmonton, Alberta T6V 1J1  
Canada

Toll free: 1-800-565-9925  
www.LegendRings.com

BILL TO  
**MT.SAC Cross County 2022**  
Giovanni Lanaro

glanaro@mtsac.edu

**Estimate Number:** 2000227

**Estimate Date:** February 16, 2023

**Expires On:** February 16, 2023

**Grand Total (USD):** \$2,117.00

Items	Quantity	Price	Amount
<b>Custom Championship Ring</b> Women's XC 2022	8	\$259.00	\$2,072.00
<b>Standard Ring Box</b>	8	\$0.00	\$0.00
<b>Shipping</b> Insurance and delivery	1	\$45.00	\$45.00
		<b>Total:</b>	\$2,117.00
		<b>Grand Total (USD):</b>	<b>\$2,117.00</b>

## Notes / Terms

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(s) will take approximately 10 weeks to complete and be delivered directly to you or a central shipping location.

Any order with payment not received within 30 days of ring completion is subject to 2% per month interest charge. The customer is responsible for any and all assessed duties and taxes by their local government.

