



Request for Appropriation of Funding Board of Trustee Item Request

Note: All request must be submitted 8 weeks prior to event date

Submit to Student Life Office and email to lhennings@mtsac.edu. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #	16
Date Received	2/12/24
Agenda Date:	

Amount Requested per item

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

- Contracts: (ex. Equipment / Facility Rental)
 1. Obtain unsigned contract by your vendor. Signatures are obtained after Board Approval.
 2. Provide copy of unsigned contract with this request.
- Independent Contractor: (ex. Speaker / Performer / Vendor)
 1. Obtain Independent Contractor Agreement Form (ICAF).
https://www.mtsac.edu/fiscal/purchasing_forms/independent_contractor_agreement.pdf
 2. Return completed ICAF with this request.

\$ _____

\$ 150

This request will require the Board of Trustees approval. The Board Item must be submitted through the Student Services Division under the Associated Student Approval Tree. Timelines for Board Items that are Action (consent) or Independent Contractors, require advanced planning.

TOTAL AMOUNT REQUESTED: \$ 150

II. Additional Sources of Funding

Are you considering other sources of funding? Yes No

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

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Phi Theta Kappa (PTK)

Name of Event: PTK Induction Ceremony

25 Live Reservation Reference Code: 2023 - AAMKNL

Event Location: Founder's Hall

Event Date: May 31st, 2024

Event Start to End Time: 6:00 pm - 7:30 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.

U70410
3/15/24

71010 521510 511000 6916000

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.

These items require the Board of Trustees approval therefore the Club Advisor / Employee (or Designee) is responsible for drafting the Board agenda item via BoardDocs, selecting the Associated Students Approval Tree, and submitting the draft Board item for approval. This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III at least 8 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: John Norvell
 Sign: [Signature]
 Date: 01/19/2024 Ext/Phone: x 6576
 Email: johnorvell@mtsac.edu

Print: _____
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only			
Co-Sponsor (Motion):	<u>Kelly Lin</u>	Date:	<u>3/12/24</u>
Co-Sponsor (Second):	<u>Hayden Choi</u>	Date:	<u>3/12/24</u>
A.S. Senate			
For:	<u>13</u>	Against:	<u>2</u>
		Abstain:	<u>0</u>
		Date:	<u>3/12/24</u>
A.S. Executive Board			
For:	<u>unanimous</u>	Abstain:	
		Date:	<u>3/12/24</u>
A.S. President			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature:	<u>[Signature]</u>
		Date:	<u>3/18/24</u>
Notification of Appropriation	Date:	Requisition #:	PO #: _____ C & T: _____
Board Meeting	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Sent to VPSS on:
Final Approved Amount:			