



Request for Appropriation of Funding

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

Submit this fillable form via email to lhennings@mtsac.edu
Upon receipt, confirmation of item and agenda date will follow.

Associated Students (A.S.) allocate limited funds to help student organizations and campus programs fulfill their goals and meet the mission of the Associated Students to help enrich the student experience. Our philosophy centers on supporting those who benefit others and the broader campus community. A.S. funds are not guaranteed and are on an 'as available' basis. Please note that these funds originate solely from the \$15 Student Activities Fee paid in the Fall and Spring semesters.

For Office Use Only	
Request #:	
Date Received:	
Agenda Date:	
Total approved:	

Types of Appropriation Requested (Select all that apply and input the amount requested):

- ☐ Catering (Sodexo, off-campus restaurants and caterers)
- ☐ Conference & Travel: Registration, transportation, lodging & meal allowance
- ☐ Food Supplies: Pre-packaged items
- ☐ Supplies: Various supplies, paper cups, plastic utensils, decorations, etc.
- ☐ Contracted Services or Independent Contractor (Speaker, performer, etc.)
Note: These purchases require Board Approval, must submit 8 weeks in advance

Total Amount Requested:

Additional Sources of Funding

Are you considering other sources of funding? (Check one) ☐ Yes ☐ No

If so, please indicate the source:

Amount: \$

Event Information

Recognized Student Club/Organization (RSCO) or Department:

Name of Event:

25 Live Reservation Reference Code:

Event Location:

Event Date:

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

Funding Conditions – please read and sign

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions/purchase orders with approved vendors. The use of P Cards is allowed with approval. Reimbursements can only be made to College employees. All purchases must adhere to the policies and deadlines established by Fiscal Services. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required. All conference and travel requests must adhere to College policies and be processed through Emburse. All purchases must be held to the standards of the Associated Students Financial Directive [Financial Directive](#).** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials and state, "Sponsored by Associated Students". Incomplete applications will be rejected.

If awarded funding, I plan to make purchases via (check all that apply):

P Card ☐ Purchase Order ☐ Reimbursement ☐ Other ☐

Please check one of the following:

Are you a club advisor/employee submitting the request form? ☐

Are you a designee to process banner requisition(s) & purchases (different person than above)? ☐

First and Last Name:

Signature:

Date:

Phone/Campus Extension:

Email Address:

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Co-Sponsor (Motion):			Date:
Co-Sponsor (Second):			Date:
A.S. Senate:	For:	Against:	Abstain:
Executive Board:	For:	Against:	Abstain:
A.S. President			
O Approve	O Veto	Signature:	Date:

A.S. Purpose: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select at least one priority area your event fulfills.

- ☐ Co-Curricular Engagement
- ☐ Leadership Development
- ☐ Retention & Transfer
- ☐ Recognition of Service
- ☐ Civic Engagement and Advocacy
- ☐ Diversity, Equity, Inclusion, Social Justice, Anti-Racism & Access

Explain how your event fulfills the selected A.S. Priority area(s) (use additional paper if necessary):

Budget breakdown & purchase details (Download and use this template: [Budget Worksheet](#)): Provide a detailed budget breakdown for the amount requested by including quotes, conference webpages, agendas, etc.

Student Activities Fee (SAF) Verification Process: Please explain how you will ensure students have paid their SAF. Please verify status: [Student Activities Fee Payment Status](#)