



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only		Organization: Mountie Makerspace
Request#:	<u>20</u>	Person submitting form: Mala Arthur
Date Received:	<u>3.20.19</u>	Email address: [REDACTED]
		Phone: [REDACTED]
Sponsor:	<u>Jessien Medina</u>	Date: <u>03.22.2019</u>
Co-Sponsor:	<u>Jaeseung Shin</u>	Date: <u>4/5/2019</u>

Amount Requested: \$ 1,089.00	
Name of person that will process your Banner requisition(s): Martin Mason	
Signature (of person listed above): <u>[Signature]</u>	Ext. [REDACTED]
<i>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.</i>	
Name of Event: Supplies Funds	
Date of Event: <u>N/A</u>	Location: Bldg F7 Mountie Makerspace
<i>(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)</i>	
Advisor Name: Martin S. Mason	Extension: [REDACTED]
Advisor Signature: <u>[Signature]</u>	Date:
If this is a conference request then provide the name and extension of the advisor attending.	
Name: Type Here <u>N/A</u>	Extension: Type Here <u>N/A</u>

A.S. Senate	
For: _____	Against: <u>[Signature]</u> Abstain: _____ Date: <u>4/9/19</u>
A.S. Executive Board	
For: _____	Against: <u>[Signature]</u> Abstain: _____ Date: <u>4/9/19</u>
A.S. President	
Signature _____	Date: _____

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

Type detailed description here

Anticipated number of attendees: Type Here

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?

Marie Christine Galvan

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

Type detailed cost breakdown here

see attached sheet

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. Petty cash may be reimbursed up to \$200.00. 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 **4 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 country 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"

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 Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340 ("Contracts are not enforceable obligations until the Board of Trustees approves them"). Contracted Services, such as equipment rentals, also require a separate Board item. Please call the A.S. Secretary at ext. 4525 if you believe that you need a contracted service (other than catering).

If you have determined that you will be hiring an Independent Contractor, then please complete the information below for each person to be paid and e-mail the information to the A.S. Secretary (lhennings@mtsac.edu) the first of the month prior to the month of event.

Approval of Independent Contractors : *Must list name(s) of individuals*

PROVIDER	<i>Is this a College employee?</i>	AREA/ DEPT.	SERVICE/ ASSIGNMENT	DATE(S)	AMOUNT	FUNDING SOURCE
<i>Last name, First name</i>	<i>Yes? No?</i>	<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>
<i>Last name, First name</i>		<i>Student Services/ Student Life/ Associated Students</i>	<i>Type a short description of the service here (i.e. African Drummers to perform at Culture Fair)</i>	<i>Date(s) of event</i>	<i>Not to exceed \$XX</i>	<i>Associated Students</i>