



# Appropriation of Funding

Associated Students, Mt. San Antonio College

APR 4 2015 1:30

sent email 4/10/19 disapproving

For Office Use Only	
Request #:	2
Date Received:	3/4/19

Organization: Mt. SAC Travel Club  
 Person submitting form: Rebecca Xeunxom  
 Email address: [REDACTED]  
 Phone: [REDACTED]

Sponsor:	Jessica Heredia	Date:	April 05, 2019
Co-Sponsor:	Jaeseung Shin	Date:	4/5/19

Amount Requested: \$550 + \$100 Food Supplies only

Name of person that will process your Banner requisition(s): Jason McFaul

Signature (of person listed above): Ext. [REDACTED]

*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.*

Name of Event: Travel Club Club Meetings

Date of Event: 4/10- 6/5      Location: Building 26A Room 3630  
 (Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Jason McFaul      Extension: [REDACTED]

Advisor Signature:      Date: 4/3/19

If this is a conference request then provide the name and extension of the advisor attending.

Name:      Extension:

**A.S. Senate**

For: \_\_\_\_\_ Against: UNANIMOUS Abstain: \_\_\_\_\_ Date: 4/9/19

**A.S. Executive Board**

For: 0 Against: 5 Abstain: 0 Date: 4/9/19

**A.S. President**

Approve     Veto    Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**The purpose of these meetings are to educate and inform about traveling. Mt. SAC students will benefit through gaining knowledge on traveling in hopes to get a better understanding of the world around them.**

**Anticipated number of attendees: 30**

**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?**

**Jason McFaul**

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

**Each meeting two countries are discussed and snacks are provided for both. There is a total of 6 meetings and an average of 30 attendees per meeting. The cost of snacks for one country is \$40. Guest speakers will receive a \$50 gift card as a Thank you for volunteering to speak.**

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**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. 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 **6 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 state 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:   *JM*   Please initial to indicate that you have read and understood the A.S. "**Funding Conditions**"

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**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 be an Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340