



# Appropriation of Funding

Associated Students, Mt. San Antonio College

**For Office Use Only**

Request#: 17 Organization: Type organization name here  
Date Received: 4-5-18 Person submitting form: Type name here Matthew McBride  
Email address:  
Phone: Type phone here

Sponsor: Matthew McBride Date: 4/5  
Co-Sponsor: Taylor Muse Date:

Amount Requested: Type Here \*3000

Name of person that will process your Banner requisition(s): Leslie Hennings

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:

Date of Event: 39<sup>th</sup> Congressional District Forum Location: 9-C  
*(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)*

Advisor Name: Giovanni Rodriguez Extension: [Redacted]

Advisor Signature: [Signature] Date: 4/5/18

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

Name: Giovanni Rodriguez Extension: [Redacted]

**A.S. Senate**

For: 8 Against: 1 Abstain: 2 Date: 4/10/18

**A.S. Executive Board**

For: Unanimous Against: Abstain Date: 4/10/18

**A.S. President**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

39<sup>th</sup> congressional district forum in line with civic engagement

Anticipated number of attendees: 200

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?

Community event, open to everyone

Cost breakdown: \$3,000 for Sodexo catering = 15 per person x 200 people = 3,000

From Catering, Associated students budget

#### 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"