



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#:

10

Organization: M.E.Ch.A de MT. SAC

Person submitting form: Manuel Castillejos

Date Received:

11/3/17

Email address: [REDACTED]

Phone: [REDACTED]

em sent

Sponsor:

Jos Martinez

Date:

11/13/17

Co-Sponsor:

Mohsin Moosa (MOHSIN MOOSA)

Date:

11/13/17

Amount Requested: \$ 1,370.00

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

Teresa De Laby

Signature:

Teresa De Laby

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: Christmas in Mexico

Date of Event: Thursday, December 7th, 2017

Location: Building 13 Rm 1300

(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: Manuel Castillejos

Extension: [REDACTED]

Advisor Signature:

Manuel Castillejos

Date:

11-13th-17

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

Name:

Extension:

A.S. Senate

For: _____

Against: U

Abstain: UNANIMOUS

Date: 11/21/17

A.S. Executive Board

For: _____

Against: U

Abstain: UNANIMOUS

Date: 11/21/17

A.S. President

Signature _____

Date: _____

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

This is an event that has been presented at Mt SAC for 37 years. It brings the students & community together in a cultural celebration. It includes a play presented by actors and a chorus of more than a 100 students from Spanish classes. The event is a Shepherd's Play (Pastorela) & The Posadas. The play is bilingual and for all ages. It is presented in Bldg. 28-A, Rm. 103. Piñatas will be broken and the food served will include: tamales, champurrado, horchata, & pan dulce. The food and services are provided by a professional catering company. The **Department of World Languages** contributes by training the actors, children singers, college student singers; in addition, it provides the costumes for the actors. **MEChA** is in charge of production, doing publicity, serving the food, ushering, cleaning the stage and auditorium after the performance. Traditionally the AS President (or representative) together with the MEChA representatives close the program with a speech.

Anticipated number of attendees: 350

Students participating in this activity must have paid their current activity fee. We will not be verifying if students have paid for their student activity fee. This is a community outreach event. We will introduce the campus to future students and their parents. High school students will be involved. M.E.Ch.A brings the Community to Community College. During the event we will promote the importance of paying for the Student Activities Fee and the benefits offered by AS.

Cost breakdown: *(Please be specific and include a separate line item for each expense).* Please see list of itemized costs attached.

400 Tamales	\$500.00
3 large containers Bean	\$ 150.00
Champurrado	\$ 200.00
Coffee	\$ 50.00
Sweet Bread	\$ 200.00
Supplies: (plates, forks, napkins)	\$ 60.00
Flowers:	\$50.00
3 Piñatas:	\$ 60.00
Candy:	\$ 100.00
Total :	\$1,370

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.

Merendero Mexican Foods, Inc
242 S. Garey Ave, Pomona, CA 91766
909-620-1411

December 7, 2017

Mt. San Antonio Collage
Attn: Manuel Castillejos



For: Christmas in Mexico

350 Guest

400 Tamales	\$500.00
3 large containers Bean	\$ 150.00
Champurrado	\$ 200.00
Coffee	\$ 50.00
Sweet Bread	\$ 200.00
Supplies: (plates, forks, napkins)	\$ 60.00
Flowers:	\$50.00
3 Piñatas:	\$ 60.00
Candy:	\$ 100.00

Total : \$1,370

Delivered only. No catering service.

Quote

Thank you.

Victoria Rojas
