



# Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#:

19

Date Received:

5-1-18

**Organization:** Type organization name here

**Person submitting form:** Type name here

**Email address:**

**Phone:** Type phone here

Sponsor:

Jessica Heredia

Date:

May 04, 2018

Co-Sponsor:

Logan Snyder

Date:

5/4/18

**Amount Requested:** \$199.00

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

**Signature** (of person listed above):

Ext.

██████████

*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:** ACCESS Club Finals "de-stressor"

**Date of Event:** June 6, 2018

**Location:** 9E-2080

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

**Advisor Name:** Manoj Jayagoda

**Extension:**

██████████

**Advisor Signature:**

**Date:**

4/30/18

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

**Name:** N/A

**Extension:** N/A

### A.S. Senate

For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_ Date: \_\_\_\_\_

### A.S. Executive Board

For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstain: \_\_\_\_\_ Date: \_\_\_\_\_

### A.S. President

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

Our Club plans to have an end-of-semester "de-stressor" before finals week. In the past, students who have diverse backgrounds and abilities have expressed to have an accessible space to unwind and to discuss tips on overcoming stress before finals. We hope to create a welcoming environment for not just ACCESS students, but all Mt. SAC students.

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?

Our club Secretary will be stationed at a check-in table at the entrance to ensure we satisfy this request.

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

Costco Pizza (5 boxes) - \$55

Costco utensils - \$14

Costco plates & napkins - \$40.98

Costco non-alcoholic beverages - \$20

Costco cake - \$20

Costco tablecloths - \$30