Request for Appropriation of Funding

Note: All requests must be submitted 6 weeks prior to event date

Submit this fillable form via email to lhennings@mtsac.edu. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	
Date Received:	
Agenda Date:	
Total approved:	

Associated Students allocates limited funds to help student organizations and campus programs fulfill their goals and meet the mission of the Associated Students to help enrich the student experience. Our philosophy is centered on supporting those that benefit others and the greater campus community. A.S. funds are not guaranteed and are on an 'as available' basis. Please note that these funds originate solely from the $15 Student Activities Fee that is paid in the Fall and Spring semesters.

I. Type of Appropriation Requested (Select all that apply):

☐ Catering: (ex. Sodexo, off-campus restaurants and caterers)

☐ Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)

☐ Supplies/Food Supplies (ex. Various supplies, paper cups, plastic utensils, decorations, etc.) Food supplies are pre packaged items

☐ Contracted Services or Independent Contractor (speaker, performer, etc)
Note: These types of purchases require Board approval, must be submitted 8 weeks in advance

TOTAL AMOUNT REQUESTED:

II. Additional Sources of Funding

Are you considering other sources of funding? (Check one) Yes ☐ No ☐

If so, please indicate the Source: ____________ Amount: $____________

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department:

Name of Event:

25 Live Reservation Reference Code:

Event Location:

Event Date:

NOTE: Associated Students has the purview of requiring events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

IV. Funding Conditions – please read and initial

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions/purchase orders with approved vendors. The use of P Cards is allowed with approval. Reimbursements can only be made to College employees. All purchases must adhere to the polices and deadlines established by Fiscal Services. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required. All conference and travel requests must adhere to College policies and be processed through Emburse. All purchases must be held to the standards of the Associated Students Financial Directive** Financial Directive. All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials. Incomplete applications will be rejected. ☐

If awarded funding, I plan to make purchases via (check all that apply): P Card ☐ Purchase Order ☐ Reimbursement ☐ Other ☐

A. Club Advisor / Employee Submitting Request Form				**B.** Designee Processing Banner Requisition(s) and purchases **(***If different from person A.)*			
Print:				Print:			
Sign:				Sign:			
Date:		Ext/Phone:		Date:		Ext/Phone:	
Email:				Email:			

For Office Use Only			
Co-Sponsor (Motion):			Date:
Co-Sponsor (Second):			Date:
A.S. Senate: For:	Against:	Abstain:	Date:
Executive Board: For:	Against:	Abstain:	Date:
A.S. President			
O Approve	O Veto	Signature:	Date:

Next steps: Once your request is reviewed, you will be notified of the date it will be on our meeting agenda.

V . A.S. Purpose

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select one priority area(s) your event fulfills.

- ☐ Co-curricular engagement
- ☐ Leadership development
- ☐ Retention & transfer
- ☐ Recognition of service
- ☐ Civic engagement and advocacy
- ☐ Diversity, Equity, Inclusion, Social Justice, Anti-Racism & Access

---

Attach additional sheets describing how your event fulfills the selected A.S. Priority area(s) and provide a detailed budget breakdown for the amount requested by including quotes, conference webpages, agendas, etc.

V. Budget breakdown & purchase details

VI. SAF Verification Process – Please explain how you will ensure students have paid their Student Activities Fee. Here is the link for verification: Student Activities Fee Payment Status