



# Request for Appropriation of Funding Board of Trustee Item Request

Note: All request must be submitted 8 weeks prior to event date

Submit to Student Life Office and email to [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu). Upon receipt, confirmation of item and agenda date will follow.

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

Amount Requested per item

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

- Contracts: (ex. Equipment / Facility Rental)
  1. Obtain unsigned contract by your vendor. Signatures are obtained after Board Approval.
  2. Provide copy of unsigned contract with this request. \$ \_\_\_\_\_
  
- Independent Contractor: (ex. Speaker / Performer / Vendor)
  1. Obtain Independent Contractor Agreement Form (ICAF).  
[https://www.mtsac.edu/fiscal/purchasing\\_forms/independent\\_contractor\\_agreement.pdf](https://www.mtsac.edu/fiscal/purchasing_forms/independent_contractor_agreement.pdf)
  2. Return completed ICAF with this request. \$ \_\_\_\_\_

***This request will require the Board of Trustees approval. The Board Item must be submitted through the Student Services Division under the Associated Student Approval Tree. Timelines for Board Items that are Action (consent) or Independent Contractors, require advanced planning.***

**TOTAL AMOUNT REQUESTED:** \$ \_\_\_\_\_

## II. Additional Sources of Funding

Are you considering other sources of funding?     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: \_\_\_\_\_

Event Start to End Time: \_\_\_\_\_

**NOTE: Associated Students has the purview of requiring certain 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. Additional Information Required**

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

*Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.*

**V. Funding Conditions**

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

These items require the Board of Trustees approval therefore the Club Advisor / Employee (or Designee) is responsible for drafting the Board agenda item via BoardDocs, selecting the Associated Students Approval Tree, and submitting the draft Board item for approval. This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 8 weeks prior to the event date** to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email [lhennings@mtsac.edu](mailto:lhennings@mtsac.edu).

<b>A. Club Advisor / Employee Submitting Request Form</b>	<b>B. Designee Processing Banner Requisition(s)</b> <i>If different from person A.</i>
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:
A.S. Executive Board			
For:	Against:	Abstain:	Date:
A.S. President			
<input type="radio"/> Approve	<input type="radio"/> Veto	Signature:	Date:
<b>Notification of Appropriation</b>	Date:	Requisition #:	PO #:      C & T:
<b>Board Meeting</b>	Date:	<input type="radio"/> Approved <input type="radio"/> Denied	<b>Sent to VPSS on:</b>
<b>Final Approved Amount:</b>			

