



# Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 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 #:	18
Date Received:	2/28/20
Agenda Date:	

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

- |  | Amount Requested per item |
|--|---------------------------|
| <input checked="" type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers)                | \$ 1400.00                |
| <input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance)      | \$ _____                  |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.)               | \$ _____                  |
| <input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ 250                    |

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

**TOTAL AMOUNT REQUESTED:** \$ 1650.00

### II. Additional Sources of Funding

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

If so, please indicate the Source: Chemistry Department Amount: \$ 500.00

### III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Chemistry Department in conjunction with APPLE Club and Chemistry Club

Name of Event: General Chemistry Competition

25 Live Reservation Reference Code: 2019-AAGGVZ

Event Location: Founder's Hall

Event Date: May 6, 2020

Event Start to End Time: 5:00 - 7:30pm

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.*

See attached

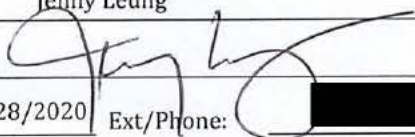


**V. Funding Conditions**

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.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III at least 6 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).

**A. Club Advisor / Employee Submitting Request Form**

**B. Designee Processing Banner Requisition(s)**  
*If different from person A.*

Print: Jenny Leung  
 Sign:   
 Date: 2/28/2020 Ext/Phone:   
 Email: 

Print: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ext/Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

<b>For Office Use Only</b>					
Co-Sponsor (Motion):				Date:	
Co-Sponsor (Second):				Date:	
<b>A.S. Senate</b>					
For:		Against:		Abstain:	Date:
<b>A.S. Executive Board</b>					
For:		Against:		Abstain:	Date:
<b>A.S. President</b>					
O Approve	O Veto	Signature:			Date:
<b>Notification of Appropriation</b>	Date:	Requisition #:		PO #:	
<b>C &amp; T Form:</b>	Date:	T#:			
<b>Check Requests:</b>	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	

The General Chemistry Competition is a two level competition, leading to a fun, Jeopardy-style quiz show and dinner. The first level consists of a multiple choice chemistry test that students take, and based on their scores on the test, students are invited to compete in the second level public quiz show/dinner. The event is open to all Mt. SAC students and is designed to promote student interest in the field of Chemistry and to recognize outstanding chemistry students. We are expecting approximately 100 students, staff, and faculty to attend this event.

**Budget breakdown:**

- Catered dinner by Sodexo (see attached) ~\$1400
- Event supplies (table decorations, certificates, door prizes, etc.) ~\$250

Event Name: **General Chemistry Competition**

Flavours by  
Sodexo at MT.  
SAC

1100 N. Grand Avenue,  
Building 8, Walnut, CA 91789  
(909) 274-5284

ORDER #7148

Wednesday, 5/6/2020

Ordered On: 2/28/2020

Confirmation Pending

## Customer Information

<b>First Name:</b>	Jenny
<b>Last Name:</b>	Leung
<b>Department:</b>	Chemistry
<b>Email:</b>	[REDACTED]
<b>Phone:</b>	[REDACTED]
<b>I Accept the Terms &amp; Conditions:</b>	I accept the terms and conditions

## Delivery / Pickup Information

<b>Method:</b>	On Campus Delivery
<b>Event Contact:</b>	Jenny Leung
<b>Contact Phone:</b>	[REDACTED]
<b>Purpose of Event:</b>	General Chemistry Competition
<b>Building:</b>	Founder's Hall
<b>Room #:</b>	Founder's Hall

## Payment Information

<b>Payment Type:</b>	Purchase Order
<b>Purchase Order Number:</b>	TBD

## Event Information

<b>Guest Count:</b>	80
<b>Pick-up/Delivery Date:</b>	Wednesday, 5/6/2020
<b>Food Delivery Time:</b>	5:00 PM
<b>Event Start Time:</b>	5:00 PM
<b>Event End Time:</b>	7:30 PM
<b>Food Clean Up Time:</b>	8:00 PM

## FOOD

	Qty.	Price	Ext.
<b>Little Italy</b>			
<ul style="list-style-type: none"> <li>• Antipasto Platter</li> <li>• Caesar Salad with Homemade Croutons</li> <li>• Fresh Garlic Rolls</li> <li>• Sautéed Fresh Zucchini</li> <li>• Pasta Bar with Whole Wheat Spaghetti and Penne Pasta</li> <li>• Marinara Sauce and Pesto Cream Sauce</li> <li>• Home-style Meatballs in Marinara Sauce or Traditional Chicken Cacciatore</li> <li>• Tiramisu or New York Cheesecake</li> </ul>	80	\$15.95	\$1,276.00

<ul style="list-style-type: none"><li>• Lemonade or Freshly Brewed Iced Tea</li><li>• Traditional Chicken Cacciatore</li><li>• Tiramisu</li><li>• We would like 1/2 cacciatore and 1/2 meatballs and 1/2 tiramisu and 1/2 NY cheesecake</li></ul>			
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Order Summary	Order Totals
Food	Sub Total \$1,276.00
\$1,276.00	Tax (9.5%) \$121.22
	Order Total \$1,397.22
	Balance Due <b>\$1,397.22</b>

**Special Instructions**

This order is pending approval for funding. More details will be provided once funding is secured.

**Order #7148**