



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. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	20
Date Received:	3/18
Agenda Date:	3/20

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

Amount Requested per item

- Catering: (ex. Sodexo, off-campus restaurants and caterers) \$ _____
- Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) \$ _____
- Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) \$ _____
- Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) *x c state rings Men & Women* \$ 4,234.00

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: \$ 4,234.00

II. Additional Sources of Funding

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

If so, please indicate the Source: _____ Amount: \$ _____

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Men & Women's Cross Country Teams

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.

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.

A. Club Advisor / Employee Submitting Request Form

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

Print: _____

Print: _____

Sign: _____

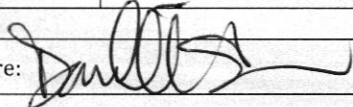
Sign: _____

Date: _____ Ext/Phone: _____

Date: _____ Ext/Phone: _____

Email: _____

Email: _____

For Office Use Only					
Co-Sponsor (Motion):			Kelly Lin		Date: 3/26/24
Co-Sponsor (Second):			Logan Wells		Date: 3/26/24
A.S. Senate					
For:	14	Against:	0	Abstain:	2
					Date: 3/26/24
A.S. Executive Board					
For:	Unanimous		Against:	Logan Wells, Hayden Choi	
					Date: 3/26/24
A.S. President					
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: 			Date: 4/8/24
Notification of Appropriation		Date: 4/10/24	Requisition #:	PO #:	
C & T Form:	Date:	T#:			
Check Requests:	\$	Purpose:	\$	Purpose:	
	\$	Purpose:	\$	Purpose:	



ESTIMATE

Legend Rings
13823 156 ST NW
Edmonton, Alberta T6V 1J1
Canada

Toll free: 1-800-565-9925
www.LegendRings.com

BILL TO
MT. SAC XC 2023
Giovanni Lanaro

909 274 5224
glanaro@mtsac.edu

Estimate Number: 2000257

Estimate Date: March 18, 2024

Valid Until: April 17, 2024

Estimate Total (USD): **\$4,234.00**

Items	Quantity	Price	Amount
Custom Championship Ring Men's XC Size 2X (2023)	8	\$259.00	\$2,072.00
Custom Championship Ring Women's XC Size LG (2023)	8	\$259.00	\$2,072.00
Standard Ring Box	16	\$0.00	\$0.00
Shipping Insurance and delivery	1	\$90.00	\$90.00
		Subtotal:	\$4,234.00
		Total:	\$4,234.00
		Estimate Total (USD):	\$4,234.00

Notes / Terms

Due to the custom nature of this product, we do not accept returns. However, it is our goal to make all of our customers satisfied. If you are unhappy in any way, please let us know and we will do everything possible to fix it.

Your ring(s) will take approximately 10 weeks to complete and be delivered directly to you or a central shipping location.

Any order with payment not received within 30 days of ring completion is subject to 2% per month interest charge. The customer is responsible for any and all assessed duties and taxes by their local government.