



### Budget Request Form

#### REQUEST PROCESS

- Forms are due on Thursdays at 12:00PM for consideration in the following ASU Finance meeting. The form must be dropped off at the Student Life Office Student Union 2<sup>nd</sup> floor # 208 or sent via email at [asu@lavc.edu](mailto:asu@lavc.edu) no later than four weeks prior your scheduled event or activity.
- Must submit quotes or item prices that show expected expenses.
- A club officer or member (not the club advisor) is required to attend the Finance Meetings to explain the request. Meetings take place (2) a month on Tuesdays (please check the LAVC website for the ASU Calendar for schedule) at 1:00PM in Skybox Conference Room (Student Union 2nd Floor).
- Your request must be approved by both the Finance Committee and Executive Council.
- If your request is **approved, you will receive and email** from the ASU Treasurer with steps and guidelines to follow.
- Events and activities scheduled on **FRIDAYS** will not be approved by ASU.
- Funding for the following will **NOT** be approved or sponsored: T-Shirts, end of year parties, fundraisers, faculty-only events, and other non-LAVC related events.

Information of person or organization submitting Budget Request:

Today's Date: \_\_\_\_\_ Department or Club: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Club Advisor Signature: \_\_\_\_\_

Name of Event or Activity: \_\_\_\_\_

Date of Event or Activity: \_\_\_\_\_ Total Amount Requested: \_\_\_\_\_

Describe the purpose of the Event or Activity:

Please Itemize Budget Request Below or attach a detailed sheet

Line Item #	Item Description(s)	\$ Amount Needed
Supplies (4521)		
Printing (4531)		
Food (4581)		
Contracts (5621)		
Rentals (5635)		
Travel (5681)		
Other Expense (5890)		
Equipment (6401)		
	<b>TOTAL</b>	

Please explain how providing you with your request will benefit Los Angeles Valley College students.



**FINANCE COMMITTEE RECOMMENDATION:**

Date \_\_\_\_\_ Total Amount Approved \_\_\_\_\_

Yes Votes \_\_\_\_\_ No Votes \_\_\_\_\_ Abstentions \_\_\_\_\_

**Notes**

From Activity Code # \_\_\_\_\_ to Activity Code # \_\_\_\_\_ Line Item # \_\_\_\_\_

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**EXECUTIVE COUNCIL DETERMINATION:**

Date \_\_\_\_\_ Total Amount Approved \_\_\_\_\_

Yes Votes \_\_\_\_\_ No Votes \_\_\_\_\_ Abstentions \_\_\_\_\_

Notes \_\_\_\_\_

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