

ASG OFFICE USE ONLY:

Total : \$ _____

Acct.# _____

Date Received: _____

Club Donation Request Form



Associated Student Government
Los Angeles City College

Donation requests must be submitted to the **Associated Student Government (ASG) Office**, located on the **2nd Floor Of The Student Union Building**, or emailed to **LACC-ASG@lacitycollege.edu** to be **placed on the agenda**, requests must be received at least **five (5) working days** before the next **Finance Committee Meeting**. Also, **all required documents must be attached** in order to be posted on the agenda.

Club Name: _____ Date Filled: _____

Phone: _____ Event (If applicable): _____

Email: _____ Event Date: _____

Purpose for Funding: _____

Required Documents to attach to this request:

- Club meeting minutes approving activity and request for money (*Signed by Club President and Advisor*)
- Most Recent Fiscal Report from the selected organization
- Official "About Us" Statement from the organization
- If "To be mailed" is selected and the club would like to include additional information, please attach a letter from the club to be mailed along with the check.

Vendor or Payable (if applicable)

Different Types of Processes *Direct Payment (DP)*, *Reimbursement (R)*, *For Pick-up (PU)*, and *To be mailed (TM)*.

Full Name	Address, City, State, Zip	Phone	Process Type	Amount Req.

FOR ASG OFFICE USE :

If denied, state reason for administrative denial:
