

ASG OFFICE USE ONLY:

Total : \$ _____

Acct.# _____

Date Received: _____



Funding Request Form

Associated Student Government
Los Angeles City College

Funding 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.

Name: _____

Phone (optional): _____

Email: _____

Date: _____

Organization: _____

Purpose for Funding:

Required Documents to attach to this request:

- **Itemized budget of items to be purchased** (Include every item name, price, and taxes)
- **Explanation of the activity purpose** (Such as event details, projected impact to the quality and culture of the student body, projected number of students to attend, event flyer, etc. The more you explain about the event, the faster it is to have your funding processed.)
- **Three (3) quotes/estimates for the requested good(s) or service(s)** (*Only when the requested amount is \$100 or more.)

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.

ITEMIZED BUDGET LIST

Name of Vendor/Store	Item of Description	Unit Price	Quantity	Total

Total Amount Requested : \$ _____***FOR ASG OFFICE USE :*****If denied, state reason for administrative denial:**

