Associated Students of Modesto Junior College
Fund Request Form
Fiscal Year 2016 - 2017

All funding requests are limited to $3,000 for any non-ASMJC group. Any non-ASMJC funding request shall be limited to one request per fiscal year from any division, office, organization, committee, event, or employee. For example, if Literature & Language Arts requests funding and it is approved, that division, or anyone from that division, may not make any additional requests for the remainder of that fiscal year. Funding approval occurs on a year to year basis; receiving funding in previous years does not guarantee additional funding in subsequent years.

Expenditures must also be for good and services other than those the school entity should provide from its own funding sources. Thus is the district's responsibility, or the district has paid for the expenditure in the past, or if ASMJC is being asked to pay for an item or service because of district budget cuts, it is not an allowable expenditure (California FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, 2016, p. 185)

Any funding request made by a club shall be taken from the Club Development fund and must follow all rules and regulations associated with Club Development funds (ie: public funds). Any funding request made on behalf of a club shall be made by a club member who is not an ASMJC Executive Officer or Senator.

If funding is approved, it is the responsibility of the organization or individual requesting funding to follow up with all required paperwork for payment. No purchases should be made until funds have been approved and this process is complete.

Any funds approved must have a final invoice submitted for payment no later than June 1. Any invoices submitted after this date will no longer be eligible for funding.

Any Fund Request Forms submitted are subject to the approval of the ASMJC President for placement on the Senate Agenda. Executive authority shall be vested in the President who shall be responsible for the enforcement of Student Senate rules and regulations (ASMJC Bylaws: Article II, Section 1, Clause A)

Any funds approved must have a final invoice submitted for payment no later than June 1. **Any invoices submitted after this date will no longer be eligible for funding.**

1) Name of organization: _____ Date submitted: _____
2) Organization contact person:_____ Contact email:_____
3) Activity/Event Name: _____ Location: _____
4) Date of Activity/Event: _____ Time: _____Date monetary support is needed: _____
5) Brief description of activity/event: _____
   _____
6) How will this activity/event benefit the general student body at MJC? _____
   _____
   _____
7) Total cost of activity/event $_____ Total amount requested $_____
   * Please include an attached budget breakdown sheet that shows **all** expenses for activity or event and the part that ASMJC funds will cover.
8) What steps have been taken to ensure funding for the activity/event cannot be covered by any other source (i.e. district, department, program, club, grant, corporate sponsorship, etc.)? _____
   _____
   _____
9) Has your organization received any other funding from ASMJC this year? Yes _____ No _____

By signing below, I certify that the information provided in this document is accurate to the best of my knowledge.
Forms will not be processed without required signatures.

Student (club)/Employee:	_____	_____	_____
	Print Name	**Signature**	**Date**
Advisor (club)/Dean (employee):	_____	_____	_____
	Print Name	**Signature**	**Date**

For Office Use Only

Date Received _____ **Staff Signature** _____

Request: _____Approved _____Denied

Please Submit completed forms to Megan Lee in the Campus Life & Student Learning Office