

### Budget Request Policy

All ASMC Inc. Council Members and Inter-Club Council Clubs must use this form when request funds for events, trips, etc. Some things to keep in mind is written below when filling this out:

- Both:
  - A detailed plan of the event and itemized list of the items being bought. It should also make note of if it is an on campus or off-campus event.
  - No illegal items or substances are being bought, receipts will be checked.
  - Any thing bought with this money stays with the Associated Students of Merritt College Inc. Storage Room housed with Inter-Club Council. This is considered Capital property and must with the people who provided the funding.
    - **Note:** Anything considered to be perishable items, will not be expected to be kept in the Storage Room.
  - If a banner is being bought, it should be no more than \$150.00, including tax.
  - Honorariums can be given to Speakers and Performors, but should cost no more than \$550.00.
- Clubs:
  - Clubs on probation may not submit any budget requests until they're probation has been cleared.
  - Clubs submitting budget request should, should fill out the form and have it approved at an Inter-Club Council meeting before bringing to the Associated Students of Merritt College Inc. Council.
  - Clubs will need to have club minutes attached to the proposal as well.
  - Clubs will need to have their Club President, Treasurer, and Advisor sign the budgeting request
- ASMC Inc. Council Members:
  - ASMC Inc. Council Member should have research findings attached with the proposal as well.

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 If this is a club please right in your club name: \_\_\_\_\_

1. Event/Date/Location: \_\_\_\_\_
  2. Funds will be used by this date: \_\_\_\_\_
  3. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)
- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Requested Amount:	Approved Amount:
4. <b>Supplies</b>	\$ _____	\$ _____
5. <b>Promotional</b>	\$ _____	\$ _____
6. <b>Printing</b>	\$ _____	\$ _____
7. <b>Technical &amp; Professional Services/ Security</b>	\$ _____	\$ _____
8. <b>Equipment Rental</b>	\$ _____	\$ _____
9. <b>Advertisement</b>	\$ _____	\$ _____
10. <b>Web Site Support/Insurance</b>	\$ _____	\$ _____
11. <b>Grand Total of Items 6–10</b> <b>TOTAL</b>	\$ _____	\$ _____

***For Club Use Only***

Club President	_____	_____
	NAME	DATE
Club Treasurer	_____	_____
	NAME	DATE
Club Advisor	_____	_____
	NAME	DATE

<b>BUDGET REQUEST</b>	
<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>NOT APPROVED</b>