



Budget Request Form

REQUEST PROCESS

- Form is due on Thursdays at 12:00pm for consideration in the following ASU Finance Meeting. The form must be sent via email to asu@lavc.edu, **no later than four weeks prior** to 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 and Executive Council Committee Meetings to explain the request. Meetings take place (2) a month on Tuesdays (please check www.lavc.edu/asu/calendar for schedule) at 1p.m. 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 _____

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)		
	TOTAL	

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 # _____

EXECUTIVE COUNCIL DETERMINATION:

Date _____ Total Amount Approved _____

Yes Votes _____ No Votes _____ Abstentions _____

Notes _____
