



- Submit this completed form to the ASU Treasurer, no later than three weeks prior to your scheduled event or activity.
- Must submit quotes or item prices that show expected expenses.
- Forms are due to the ASU Treasurer on Thursdays @ 12 p.m. for consideration in the following ASU Finance and Executive Council meetings. The form must be dropped off at the Student Life Office Student Union 2nd floor # 208.
- 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.

[illegible]

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 _____
