



# Request for Funds

Date Submitted: \_\_\_\_\_

Date funds needed by: \_\_\_\_\_

Total \$ Amount Requested: \_\_\_\_\_

## Requirements:

1. Submit completed form to the ASG office no later than the dates indicated on the ASG Calendar. *(\*\*All applications must be received four (4) weeks before desired purchase/activity.\*\*)*
2. Send an email to [asg@gccaz.edu](mailto:asg@gccaz.edu) with the subject ATTN: Secretary at least one week prior to the ASG meeting asking to be placed on the agenda.
3. The Club Senator or Alternate must attend the two (2) consecutive meetings following the submission of the funding request or funds will NOT be awarded.
4. The Club Senator or Alternate must be present at the meeting the funding is being requested to answer any questions that those present may have or the request will be tabled for a later discussion.

*NOTE: ASG meetings are on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month in the SU 104 Suite.*

Club Name: \_\_\_\_\_ Account # \_\_\_\_\_

Club Representative: \_\_\_\_\_ Phone # \_\_\_\_\_

Please list the items/services that you want to purchase and the purpose served by the use of funds:

Item or Service needed, Quantity, Price

Example: Shirts (2/S; 3/M; 4/L, ETC.) \$8 each/ Total \$ amount

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Vendor Name, Website, Address & Phone #

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Describe specifically the purpose of activity and/or how it will benefit the student body:

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## SIGNATURES

\_\_\_\_\_  
Club President/Treasurer

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
ASG Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college.

The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

Received in the ASG Office on \_\_\_\_\_ by \_\_\_\_\_  
Date Person