



# Request for Funds

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

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

## Requirements:

1. Submit completed form to the ASG office no later than the Friday preceding the next open business meeting.  
*(\*\*All applications must be received four (4) weeks before activity.\*\*)*
2. Send an email to [asg@gcmail.maricopa.edu](mailto:asg@gcmail.maricopa.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 representative 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 representative or alternate must be present at the meeting the funding is being requested to answer any questions that the board might have.

*NOTE: ASG meetings are on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month in SU 123B.*

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

---



---



---



---



---

Vendor Name, Address & Phone #

---



---

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

---



---

## SIGNATURES

\_\_\_\_\_  
Club President                      Club Advisor                      ASG Treasurer

\_\_\_\_\_  
Date                                      Date                                      Date

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