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@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 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 1st and 3rd 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

_____
_____
_____
_____

Vendor Name, Address & Phone #

_____
_____

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

_____
_____

SIGNATURES

_____	_____	_____
Club President/Treasurer	Club Advisor	ASG Treasurer
_____	_____	_____
Date	Date	Date

Received in the ASG Office on _____ by _____
Date Person

SLC.CG12/09