



# 2019-2020 ICC/Club Budget Request for Special Allocations


**For ICC use only**

Qtr:  F  W  S

# \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature**  \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Discussed in 4/17 ICC Agenda Meeting**

1. Club Account Number: #44-\_\_\_\_\_
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ \_\_\_\_\_
3. Event /Date/Location \_\_\_\_\_

**4. FUNDS WILL BE USED BY THIS DATE: \_\_\_\_\_ (Officer Use Only)**

**5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)**

\_\_\_\_\_

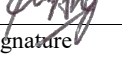
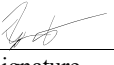

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\_\_\_\_\_

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ _____	\$ <b>21.00</b>
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ <b>\$55.84</b>
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.\$ _____	\$ _____
10. Equipment Rental (5310)	10 \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11 \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12 \$ _____	\$ _____
<b>13. Grand total of items 6 – 12</b>	<b>Total: \$ _____</b>	<b>\$ <b>76.84</b></b>

*Budget form will only be considered with these authorized signatures*

15. \_\_\_\_\_  
Officer Title ((Co) President)      Name \_\_\_\_\_      Signature  \_\_\_\_\_      Phone \_\_\_\_\_
16. \_\_\_\_\_  
Officer Title (VP or Treasurrer)      Name \_\_\_\_\_      Signature  \_\_\_\_\_      Phone \_\_\_\_\_
17. \_\_\_\_\_  
Club Advisor      Name \_\_\_\_\_      Signature  \_\_\_\_\_      Phone \_\_\_\_\_



**ICC/Club Budget Request Guidelines**  
**for Special Allocations**  
**Please check the box if you meet the requirement**

- The club is not on probation ☺
- The club has finished the last budget request. (zero balance in the club's 41-account)
  - If no, please contact the ICC Chair of Finance to clear your balance.
- Attach a copy of the club's 41-account balance.(Did club get funds from ICC already?)
- This is an on campus event.
- Have a brief plan about this budget request (date, location, what do you plan to purchase)
- The request does not include awards, refreshments, capital equipment or illegal items.
- Allocation for supplies for Club Day and Club sponsored event (usable goods decorations, paper, supplies, tape) will be limited to \$250.00 per fiscal year (July 1-June 30). May not be used for supplies to support a club fundraiser or to give away items
- Banner does not excess \$ 150.00
  - Attach the design of the banner.
- Printing does not excess \$ 250.00 and Club may not buy prepaid printing cards.
  - Printing materials will state "Funded by ICC"
- One speaker does not excess \$ 300.00, and total speakers do not excess \$ 800.00
- One entertainment performer does not excess \$ 300.00, and total performers do not excess \$ 800.00
- The total amount requested this time does not excess \$ 800.00
- The total requests do not excess \$ 1,000.00 in this fiscal year (including this one).
- Fill out the whole form at the front page.
- There are two club officers and one club advisor signatures.
- If I have any other question, I will look at the ICC Finance Code page 2 for help.
- I will submit this form and other documents to ICC Agenda Meeting on
  - Monday 1:30 pm - 2:25 pm** at Student Chamber B (Downstairs of De Anza Dining Service).
- Now you are all set. The ICC Chair of Finance will tell you the guidelines at the ICC Agenda Meeting.