



2019-2020 ICC/Club Budget Request for Special Allocations

For ICC use only
Qtr: [ ] F [ ] W [ ] S
# \_\_\_\_\_

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

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

Signature \_\_\_\_\_

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

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

- 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)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Table with 3 columns: Object Codes, Club Requested Amount, ICC Agenda Recommendation. Rows include items 6-12 and a total row.

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.