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 44-account balance.

☐ 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 exceed $ 150.00
  ☐ Attach the design of the banner.

☐ Printing does not exceed $250.00 and Club may not buy prepaid printing cards.
  ☐ Printing materials will state “Funded by ICC”

☐ One speaker does not exceed $ 300.00, and total speakers do not exceed $ 800.00

☐ One entertainment performer does not exceed $ 300.00, and total performers do not exceed $ 800.00

☐ The total amount requested this time does not exceed $1,000.00

☐ The total requests do not exceed $1,400.00 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.
### ICC/Club Budget Request

**for Special Allocations**

**Club name:**

Name: _______________________________  Signature: _______________________________

**Phone:** (                      )  **E-mail:** _______________________________

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)*

6. Supplies *(Object Code 4010)*

   **Club Requested Amount**

<table>
<thead>
<tr>
<th>ICC Officer Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ ________________________</td>
</tr>
</tbody>
</table>

7. Promotional *(Object Code 4013, Banner)*

   **Club Requested Amount**

<table>
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<th>ICC Officer Recommendation</th>
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8. Printing *(Object Code 4060)*

   **Club Requested Amount**

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</table>

10. Equipment Rental *(Object Code 5310)*

    **Club Requested Amount**

    | ICC Officer Recommendation |
    |----------------------------|
    | $ ________________________  | $ ________________________ |

11. Advertisement *(Object Code 5745, Facebook Ad)*

    **Club Requested Amount**

    | ICC Officer Recommendation |
    |----------------------------|
    | $ ________________________  | $ ________________________ |

12. Web Site Support /Insurance *(Object Code 5922)*

    **Club Requested Amount**

    | ICC Officer Recommendation |
    |----------------------------|
    | $ ________________________  | $ ________________________ |

13. **Grand total of items 6 – 12**

    **Total:** $ ________________________

    | ICC Officer Recommendation |
    |----------------------------|
    | $ ________________________  | $ ________________________ |

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

15. **Officer Title ((Co) President)**  **Name**  **Signature**  **Phone**

16. **Officer Title (VP or Treasurer)**  **Name**  **Signature**  **Phone**

17. **Club Advisor**  **Name**  **Signature**  **Phone**

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