



12/20/2024

2024-2025 ICC/Club Budget Request

for Special Allocations

For ICC use only

Qtr: ☐ F ☐ W ☐ S

Club Name: Phi Beta LambdaName: Christina Tran

Signature

Phone: (408) 966-9219Email: deanzaclub@gmail.com1. Club Account Number: #44- 4378

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ _____

3. Event /Date/Location De Anza Innovation Summit / October 10th-11th / conference rooms A+B

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)

1. Custodian fees for Day 2 of the De Anza Innovation Summit.

\$600 is an estimate based on the event's duration of 7.5 hours.

Note: We have yet to receive the exact quote

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6. \$ _____	\$ _____
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9. \$ <u>600</u>	\$ <u>594</u>
10. Equipment Rental (5310)	10. \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11. \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12. \$ _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>600</u>	\$ <u>594</u>

Budget form will only be considered with these authorized signatures

15. President

Officer Title ((Co) President)

Nisa Pradhan

Name

[Signature]

Signature

408-802-1600

Phone

16. VP of Finance

Officer Title (VP or Treasurer)

George Huang

Name

[Signature]

Signature

408-592-0950

Phone

17. [Signature]

Club Advisor

Jeffrey WEST

Name

[Signature]

Signature

408-488-3077

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. (forms all submitted and processed)
 - ☐ If no, please contact the ICC Chair of Finance to complete.
- ☒ 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 request).
- ☒ 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 Financial Code](#) page 2 for help.
- ☒ I will submit the request to the ICC Chair of Finance **no later than two (2) weeks prior to the event.**
- ☒ I will present this form and other documents to the ICC Agenda Meeting after submitting the forms but before the event. Agenda Meetings are held biweekly on **Mondays 1:30 pm - 2:30 pm** Hybrid, Online via Zoom or in Student Council Chambers (Downstairs of De Anza Dining Services).
- ☒ Now you are all set. The ICC Chair of Finance will go over the guidelines at the ICC Agenda Meeting.