

Check Requests by Allison Trinh, sent 6/20/2024 (2023-2024 Fiscal Year)

Supplies (4010)

Item	Purpose	Vendor	Amount
Decorations	Spring Mixer	Amazon	\$89.57
Decorations	Transfer Celebration with M@DA & Transfer Center	Amazon	\$111.48
Decorations and tabling supplies	Spring Club Day	Amazon	\$68.73
Decorations	End-of-Year Banquet	Amazon	\$394.15

Food (4015)

Item	Purpose	Vendor	Amount
Cupcakes	Transfer Celebration with M@DA & Transfer Center	Safeway	\$168.32
Lunch catering	End-of-Year M@DA Banquet	Chipotle	\$593.91

Total: \$1426.16

Check requests were submitted on June 20, 2024, but the email was not received by Student Accounts due to an apparent technical error (likely with the student's email address). The student did not realize until the following Spring that a check was never received and followed up with Student Accounts on June 25, 2025. Given it was for funds approved for the 2023-2024 Fiscal Year, Student Accounts said it could not be processed, and we were looped in that summer. Over Summer and Fall quarter, we worked to figure out what happened and what options we have for reimbursing the purchases given the very high dollar amount and the technical issue. It was suggested by Student Accounts that we create an account for Invariance issues and request a Special Allocation for this specific case.