

Requesting \$\$ from ICC

Note: when purchasing food, beverages, or any edible items, this process must be initiated and fully approved by the District prior to your event. Please allow at least three weeks for processing and, in addition, keep in mind dates for submitting items to be placed on the ICC agenda.

TURN IN:

ICC
Agenda
Request

PLUS

Funding
Request
Form

TO: EVAN BURBRIDGE (VP of ICC)

THEN →

If the funds are allocated, proceed with the following steps:

TURN IN:

Budget
Form

PLUS

Any
supporting
documents
(such as
invoices and
estimates, as
outlined in the
body of this
document)

PLUS

Club
Meeting
Minutes
(stating the
club wishes
to use club
funds for
this event)

TO

Student
Development
Office
(SSC 210)

→

and
Event
Planning
Form

THEN →

Student Development will:

Return your budget form with terms & agreements via email. *This is the confirmation that purchases may be made.*

THEN →

Club members will:

Purchase items as
requested on the
Budget Form

TURN IN

Payment
Form

PLUS

All itemized receipts
for reimbursement
(no later than 7 days after
purchase date)

THEN →

The Student Development Office will use all of the information in these documents provided by you to:

Generate a Requisition of Funds from the District.

TO GET

\$\$\$\$ for payments and/or reimbursements in the form of checks.
* Please note this process takes approximately a month, so plan accordingly