



5/15/2019

2019-2020 ICC/Club Budget Request for Special Allocations

For ICC use only
 Qtr: F W S
 # _____

Club Name: Robotics & AI

Name: So Ko Ko Lin

Signature See

Phone 6692929367

Email: soeko.skkl@gmail.com

1. Club Account Number: #44- 4510

Discussed in 10/2 ICC Agenda Meeting

2. Current Club Account Balance (Attach a copy of club account #44-XXXX)\$ 39.60

3. Event /Date/Location De Anza Hacks/ Oct 10- 21/ De Anza

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)

Plates (150) (\$25.73) (from Amazon)

Printing (100) (\$42.50) (from Staples)

Plates used for several meals + snacks throughout day

Printing for advertisement around school + quarter sheets for handouts

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.\$ <u>25.73</u>	\$ <u>25.73</u>
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ <u>42.50</u>	\$ <u>42.50</u>
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.\$ _____	\$ _____
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>68.23</u>	\$ <u>68.23</u>

Budget form will only be considered with these authorized signatures

15. President
Officer Title ((Co) President)

Soe Ko Ko Lin
Name

See (669)292-9367
Signature Phone

16. Treasurer
Officer Title (VP or Treasurer)

Ethan Siu
Name

Ethan Siu (408)807-9408
Signature Phone

17. Club Advisor

Peter Ho
Name

Peter Ho
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 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 \$ 800.00
- The total requests do not exceed \$ 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.