



12/20/2024

2024-2025 ICC/Club Budget Request

for Special Allocations

For ICC use only

Qtr: ☐ F ☐ W ☐ S

Club Name: _____

Name: _____

Signature _____

Phone: _____

Email: _____

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)**

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.\$ _____	\$ _____
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: \$ _____	\$ _____

*Budget form will only be considered with these authorized signatures*15. _____
Officer Title ((Co) President) Name Signature Phone16. _____
Officer Title (VP or Treasurrer) Name Signature Phone17. _____
Club Advisor Name 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. (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.