

## FAQ for Funding Requests

1. Amount requested can be up to \$400 per request. If more funding is needed for the event (over the \$400) please state where the other funds are coming from (General Fund, Trust, Club, etc.)
2. All backup material must be attached to the request (Contract copy, MOU copy, flyer, brochure, etc.) **NOTE: Refreshments are no longer funded.**
3. Please enter the date of Board approval on the Request Form if applicable.
5. Vendor information must be submitted with the request. (Name of Vendor, contact person, address, phone number, Vendor number if in our system.) Also include vendor quote.
6. When Vendor Invoice is received, it should be given to the President's Office to sign off and approve payment.
7. After the committee has approved the request, you will be notified by email/phone and given a Purchase Requisition Number for your reference.
8. Please submit the request early as the Diversity and Equity Committee only meets the 4<sup>th</sup> Monday of each month. All signatures must be obtained before turning in to Mary Beth Barrios, Counselor, ADSS103.
9. If you have any questions, please contact the following for further information: Mary Beth Barrios, Ext. 8285; Mary Valdemar, Ext. 4459; Sara Glasgow (Club questions), Ext. 8692 and Ed Gomez, Ext. 8596.
10. **ANY INCOMPLETE REQUESTS WILL BE RETURNED TO THE REQUESTOR.**