



9/23/2024

2024-2025 ICC/Club Budget Request for Special Allocations

For ICC use only			
Qtr:	<input type="checkbox"/> F	<input type="checkbox"/> W	<input type="checkbox"/> S
#	_____		

Club Name: Phi Beta Lambda @DeAnza-Future Business Leaders of America

Name: Alan Dang

Signature *Alan*

Phone: 408-460-4392

Email: alanducdang@gmail.com

- Club Account Number: #44- 4378
- Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 225.55
- Event /Date /Location Day 2 De Anza Business Conference / October 19th / Conference Room A & B

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)

Custodian fees for Day 2 of the De Anza Business Conference. \$444 is based on the 6-hour estimate for the labor needed at their hourly rate.

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. \$ <u>444</u>	\$ _____
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>444</u>	\$ _____

Budget form will only be considered with these authorized signatures

- | | |
|---------------------------------|---------------------|
| 15. <u>President</u> | <u>Javin Ku</u> |
| Officer Title ((Co) President) | Name |
| 16. <u>Treasurer</u> | <u>Alan Dang</u> |
| Officer Title (VP or Treasurer) | Name |
| 17. <u>Club Advisor</u> | <u>Jeffrey West</u> |
| Club Advisor | Name |

<u><i>[Signature]</i></u>	<u>408-857-6296</u>
Signature	Phone
<u><i>Alan</i></u>	<u>408-460-4392</u>
Signature	Phone
<u><i>[Signature]</i></u>	_____
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 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 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 - 2:20 pm** at Student Chambers (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.