

Associated Students of Cabrillo College

Providing for our Peers

Request for Funding Form (RFF)

Please email / hand this document, with an agenda item request, to the respective Senate president or ICC chair. ICC RFF's must be submitted by Friday at 12:00pm and Senate RFF's submitted by Sunday at 12:00pm.

Organization Information

Organization:	Submission Date:
Organization Rep:	Phone Number:
Advisor/Supervisor:	Extension:

Funding Proposal

Senate or ICC Request:	If Senate request, have funds been requested by the ICC?	Total Activity Budget: \$
		Organization/Fundraised Contribution: \$
Activity Date:		Requested Amount: \$

Purpose/Benefit of Activity to Cabrillo College and Community (Short Paragraph):

Requested Funds Breakdown

Description of Item:	Cost	Quantity	Total Amount

If approved, the organization representative must gather all expense documentation to submit for reimbursement (all at one time) to the respective ICC or Senate Treasurer. It is the responsibility of the sponsoring organization representative to file a Purchase Requisition to claim the requested funding for payment. Payment must be claimed within three months of the activity otherwise it will be subject to revocation. Please keep a copy of all receipts.