

# A.S. PAPERWORK MANUAL:

1. A.S. PROPOSAL FORMS (EVENT, AND/OR PURCHASE)
2. A.S. CHECK REQUEST PACKET (CK. REQ, & RECEIPTS, INVOICES, AND/OR CONTRACTS)
3. CLUB BALANCE SHEET (KEEP TRACK OF YOUR ICC ALLOTMENT SPENDING)

---

**TIMELINESS, COMPLETENESS, ACCURACY, & CLUBS BALANCE SHEET**

OFFICE OF STUDENT LIFE

UPDATED SUMMER 2022

# WHY IS THIS IMPORTANT?

---

- This is A.S. paperwork, and A.S. is a part of Santa Monica College
- To protect SMC from any liability: injuries at our events, field trips, contractor-services, etc.
- To protect A.S. Directors, ICC Clubs, & SMC employees from any liability: spending and documenting the use of Public Funds.
- You are the primary student leaders that will be assisting clubs and departments with this paperwork.
- You need to know how to access your funds correctly.

# OTHER IMPORTANT NOTES

---

- A.S. Directors: Do not submit or put your name on club proposals. If you are an officer of that club, then use your club officer title, and not your A.S. title.
- If a club wants to co-sponsor with A.S., the club must use the Co-sponsorship form for the A.S. Director to complete.
- You will be using these forms every time you want to have an event / field trip or spend A.S. monies.

# A.S. PROPOSALS

---

- A Proposal is used when you (A.S. Directors, clubs, campus departments) want to Suggest, Recommend, Offer, or Propose to:
  - hold an event / activity (no Field Trips at this time)
  - spend A.S. or ICC funds, which are public funds, and have guidelines that must be followed.
- A Proposal is an agreement between A.S. and the club, dept., etc.
- Proposals for funds are NOT guaranteed; they can be approved, denied, or partially approved, etc.
- An Approved Proposal must be followed and adhered to, since it is an agreement.
- Proposals must follow the A.S. FISCAL POLICY guidelines, as well as, BOT / AR policies, State & Federal guidelines.
- Format = Electronic Form
  - Found in Forms and Documents webpage in the A.S. Website ([www.smc.edu/as](http://www.smc.edu/as))
- Proposals are considered a Public Document, therefore they may be available during a public meeting for viewing by all; with the exception of your contact information.

# THE LIFE OF A PROPOSAL

---

1. Proposal is submitted on electronic form (by Wed. at 2pm)
2. Goes into a spreadsheet
  1. Smartsheets (accessible by A.S. Directors and Student Life staff)
3. Approved Proposals have a deadline:
  1. Event / Field Trip date on the proposal.
  2. Undated proposals expire by the deadline stated on the A.S. Website:
    1. Last day for requisitions is the last day to spend approved proposal funds.
    2. Last day for A.S. & Club events / activities is about 1 - 2 weeks before finals.

# THE LIFE OF A PROPOSAL- CONTINUED

---

1. Reviewed by OSL (Office of Student Life)
2. Activities Committee (Tuesday at 10:00am)
3. Finance Committee (Wednesday @ 11:00am)
4. Board of Directors (Monday at 3:00pm)
  1. Final approval for proposals requesting funds
5. All are public meetings.
6. Guided by A.S. Fiscal Policy

# PROPOSAL & CHECK REQUEST TRACKING CALENDAR

Week	Monday	Tuesday	Wednesday	Thursday	Friday
#1			Step #1 Proposals due by 2:00 p.m.		
#2		Step #2 If requesting an event / field trip, Attend an A.S. ACTIVITIES MEETING @ 10:00 a.m.	Step #3 If Requesting Funding, Attend an A.S. FINANCE MEETING @ 11:00 a.m.		
#3	Step #4 If Requesting Funding, Attend an A.S. BOARD MEETING @ 3:00 p.m., to receive FINAL APPROVAL, before spending any money.	Step #5 Submit an A.S. Check Request Packet for a payment check to <a href="mailto:OSL@SMC.EDU">OSL@SMC.EDU</a> Payment check takes up to 20 business days after submission of check request packet.	Business Day #1 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #2 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #3 for A.S. CHECK REQUEST (A.S. Processing)
#4	Business Day #4 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #5 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #6 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #7 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #8 for A.S. CHECK REQUEST (Aux. Processing)
#5	Business Day #9 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #10 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #11 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #12 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #13 for A.S. CHECK REQUEST (Aux. Processing)
#6	Business Day #14 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #15 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #16 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #17 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #18 for A.S. CHECK REQUEST (Check in the Mail)
#7	Business Day #19 for A.S. CHECK REQUEST (Check in the Mail)	Business Day #20 for A.S. CHECK REQUEST (Check in the Mail)			

# PROPOSALS- ADDITIONAL INFORMATION

---

- Proposal includes what you want to do or purchase
- Your Check Requests will have to match what you asked for in the Proposal
- For example: If your proposal asks for Candy...you will not be reimbursed for burritos.



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)



# A.S. CHECK REQUEST FORM

---

- A.S. Check Request Form is the document to Request a Check to be paid from A.S. or ICC monies.
- The amount of money and the purpose is stated on the approved proposal, which can be:
  - Vendor payment
  - Reimbursement
  - Budget Transfer (to SMC department only)
- No Retroactive Spending: Please do NOT spend any money until your proposal has received FINAL APPROVAL at an A.S. Board Meeting. Otherwise, you will not be reimbursed or worse yet, your vendor will not be paid.
- No Unapproved Purchases: Only items or services stated on the approved proposal can be paid by A.S. or ICC funds.

# A.S. CHECK REQUEST FORM 101:

- 2 NEW Web Forms:
  - Purchase Check Req. = Paying vendors or contractors
  - Reimbursement Check Req. = Paying an SMC Employee or SMC Student (includes Student Stipends)
- Hard copies will not be accepted.
- All the instructions are on the form, start at the top and go through all the steps.
- Remember to upload the applicable forms where it is stated on the form,
- Applicable forms: receipts, invoices, contracts, minutes page, etc.

## Purchase Ck. Req.:

- Vendor
- Contractor
- SMC Department

**A.S. PURCHASE Check Request Electronic Packet**

• Only Electronic Forms & Attachments will be accepted.  
 • Purchase includes payment to a Vendor, Contractor, or an SMC Department (not to pay SMC students/staff).  
 • If you need to pay an SMC Student or Staff use the other check request form titled: Payment to SMC Student or Staff  
 • The Santa Monica College is not responsible for material or services purchased without proper authorization.  
 • Allow a minimum of 7-10 business days for processing.  
 • Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received: \_\_\_\_\_  
 A.S. Issued #: \_\_\_\_\_

**Step #1 Identifying Information**

Club or Dept. Name: \_\_\_\_\_ If Applicable, Event Date(s): \_\_\_\_\_

**Step #2 Attach Minutes – Check all that applies to your funding:**

**Section A.  Paid by A.S. or ICC Funds**  
 Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds.  
 1. A.S. Board Meeting Date: \_\_\_\_\_  
 (Attach the single page with your item on it, highlight your item.)  
 2. Upload A.S. Minutes Page: \_\_\_\_\_  
 3. Proposal Number: \_\_\_\_\_  
 4. Proposal Title: \_\_\_\_\_

**Section B.  Club Special Account (CSP)**  
 Purchases or services made without a club voting approval will not be paid by the club special account, nor by A.S. / ICC / SMC funds.  
 The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.  
 1. Club Minutes, on a Single Page for this check request, must include:  
 a. Club name, meeting date, roll call, item and purpose, funding amount, and voting outcome (yes/no/abstained votes).  
 b. club officer & a full-time advisor's Printed Name, Title, & Signature.  
 Note: The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.  
 2. Only Attach the single page with your item on it and highlight your item.  
 3. Upload Club Minutes Page: \_\_\_\_\_

**Section C.  Paid by Both**

**Step #3 Attach Supporting Documents to make a payment to a Vendor / Contractor / SMC department**

Section A. Check one box below:  
 2. If Club Proposal: a club officer & full-time club advisor, registered with the A.S., must sign this form in Step #5 Authorized Signatures.  
 3. If Dept. / Program Proposal: an A.S. Director will need to sign as the student officer and the dept./program supervisor will sign as the advisor, in Step #5 Authorized Signatures.

Section B. Vendor / Contractor / SMC-Dept. Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check One Box Below:  
 Vendor Invoice & W9 tax form: required to pay a vendor for items / goods  
 • The invoice must state it is an "Invoice" and contain the following info:  
 Invoice number, company name & contact info, sales rep. name, list of items to be purchased, price & quantity per item, taxes, shipping & handling, other fees, and the total amount.  
 • The W9 tax form must have a current year signature date. Ask the manager or accountant for their company's W9 tax form.  
 Contractor: paying a Speaker, Performer, or a Vendor for Contract Services:  
 • attach either the contractor/vendor's contract & W9 tax form or a completed A.S. Contract Packet, which includes a blank W9 tax form.  
 • The tax form is required for all contractors with a current year signature date.  
 • see A.S. Website, Forms & Documents webpage: [www.smc.edu/ia](http://www.smc.edu/ia)  
 • Receipts: if your contractor is authorized (stated in their contract) to be reimbursed for purchases to complete their workshop / services.  
 SMC Department: attach department invoice, i.e. smc bookstore, smc district accounts payable, etc. No need for a tax form.

UPLOAD APPLICABLE DOCS:  
 Invoice: \_\_\_\_\_ w9 tax form: \_\_\_\_\_ contract: \_\_\_\_\_ contractor's receipts: \_\_\_\_\_ other doc: \_\_\_\_\_

**Step #4 Expenditure List:** Funds can only be used for the approved items & approved amount.

SHORT DESCRIPTION OF Purchase: Examples - food see attached invoice #42860-bp, contractor for purchase of (list contractor receipts), requesting a P.O. not to exceed, etc.	Section A - Account Type (check one for each line)	Section A Amount
Line #1: _____	<input type="checkbox"/> A.S. / <input type="checkbox"/> ICC / <input type="checkbox"/> CSP	\$ _____
Line #2: _____	<input type="checkbox"/> A.S. / <input type="checkbox"/> ICC / <input type="checkbox"/> CSP	\$ _____
Line #3: _____	<input type="checkbox"/> A.S. / <input type="checkbox"/> ICC / <input type="checkbox"/> CSP	\$ _____
Special Instructions: _____		TOTAL \$ _____

**Step #5 Authorized Signatures:** sign where applicable (see Step #3, Section A for B.O.T. approved signatures)

Student Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Supervisor/Advisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

Got Questions? Email our office: [OSL@smc.edu](mailto:OSL@smc.edu)  
 • SMC Depts. / A.S. Directors check requests will be forwarded to Amelia for processing and will email the department / A.S. if necessary.  
 • SMC Club check requests will be forwarded to Michele or the ICC for review of accuracy and will send an email to the club if necessary.  
 For OSL Office Use:  Document is under review by the OSL staff

## Reim. / Payment to SMC Person:

- SMC Student
- SMC Employee

**PAYMENT to SMC STUDENT or STAFF – A.S. Check Request Electronic Packet**

• Reimbursement for SMC staff or student: You have paid for an approved item & would like your money back.  
 • SMC Student Stipends or Awards: one-time SMC student project stipends / student prize award.  
 • Only Electronic Forms & Attachments will be accepted.  
 • The Santa Monica College is not responsible for material or services purchased without proper authorization.  
 • Allow a minimum of 7-10 business days for processing.  
 • Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received: \_\_\_\_\_  
 A.S. Issued #: \_\_\_\_\_

**Step #1 Identifying Information**

Club or Dept. Name: \_\_\_\_\_ If Applicable, Event Date(s): \_\_\_\_\_

**Step #2 Attach Minutes – Check one box**

**Section A.  Paid by A.S. or ICC Funds**  
 Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds.  
 1. A.S. Board Meeting Date: \_\_\_\_\_  
 (Attach the single page with your item on it, highlight your item.)  
 2. Upload A.S. Minutes Page: \_\_\_\_\_  
 3. Proposal Number: \_\_\_\_\_  
 4. Proposal Title: \_\_\_\_\_

**Section B.  Club Special Account (CSP)**  
 Purchases, student payments, or services made without a club voting approval will not be paid by the club special account, nor by A.S. / ICC / SMC funds.  
 The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.  
 1. Club Minutes, on a Single Page for this check request, must include:  
 a. Club name, meeting date, roll call, item and purpose, funding amount, and voting outcome (yes/no/abstained votes).  
 b. club officer & a full-time advisor's Printed Name, Title, & Signature.  
 Note: The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.  
 2. Only Attach the single page with your item on it and highlight your item.  
 3. Upload Club Minutes Page: \_\_\_\_\_

**Section C.  Paid by Both**

**Step #3 Attach Receipts & Supporting Documents for your Reimbursement or the Student Stipend/Award: Check One-Box**

**Section A  SMC STUDENTS**  
 Check one box below:  
 SMC STUDENT REIMBURSEMENT  
 (Students can only submit their own \*Receipts.)  
 SMC STUDENT STIPEND / AWARD  
 Type of Proposal - Check one box below:  
 1. If Club Proposal: a club officer & full-time club advisor, registered with the A.S., must sign this form in Step #5 Authorized Signatures.  
 2. If Dept. / Program Proposal: an A.S. Director will need to sign as the student officer and the dept./program supervisor will sign as the advisor, in Step #5 Authorized Signatures.

**Section B  SMC EMPLOYEE REIMBURSEMENT (faculty/mgr./classified)**  
**Note: Since contractors are not employees, use the "purchase check request."**  
 Employees can submit their own \*Receipts, or if necessary, a student group reimbursement.  
 Authorized Signatures Required in Step #5.  
 Employee Status - Check one box and obtain applicable signature (According to BOT Policy):  
 1. Instructional Faculty: obtain Dione Carter, Dean of Academic Affairs' signature.  
 2. Counseling Faculty: obtain Janet Robinson, Dean of Counseling's signature.  
 3. Manager or Dean: obtain your Department Supervisor or area V.P.'s signature.  
 4. Classified Staff: obtain your Department Supervisor's signature

\*Receipts must have the following information:  
 1. Vendor's Name, Contact information, and Purchase Date. 3. Taxes / Shipping & Handling / Other costs, and Total amount paid.  
 2. Itemized (list of items purchased), and Quantity & Price per item. 4. Form of payment, and credit/debit cards with last four digits.

UPLOAD APPLICABLE DOCS here: receipts: \_\_\_\_\_, other doc #1: \_\_\_\_\_, other doc #2: \_\_\_\_\_, other doc #3: \_\_\_\_\_

**Step #4 Expenditure List:** Funds can only be used for the approved items & approved amount.

SHORT DESCRIPTION BY Vendor Receipts: Examples - 5 Amazon Receipts for art supplies, 2 Costco Receipts for picnic supplies, Student Prize Winner for Club Web-design, etc.	Section A - Account Type (check one for each line)	Section A Amount
Line #1: _____	<input type="checkbox"/> A.S. / <input type="checkbox"/> ICC / <input type="checkbox"/> CSP	\$ _____
Line #2: _____	<input type="checkbox"/> A.S. / <input type="checkbox"/> ICC / <input type="checkbox"/> CSP	\$ _____
Line #3: _____	<input type="checkbox"/> A.S. / <input type="checkbox"/> ICC / <input type="checkbox"/> CSP	\$ _____
Special Instructions: _____		TOTAL \$ _____

**Step #5 Authorized Signatures:** sign where applicable

SMC Payee (Name on the Check): \_\_\_\_\_ SMC ID#: \_\_\_\_\_ SMC Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 SMC Payee's (Person named above) Signature: \_\_\_\_\_ Contact Ph/Ext: \_\_\_\_\_ Date: \_\_\_\_\_

See Step #3 above, obtain authorized signatures below, according to B.O.T. Policy:  
 Student Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Supervisor/Advisor: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

Got Questions? Email our office: [OSL@smc.edu](mailto:OSL@smc.edu)  
 • SMC Depts. / A.S. Directors check requests will be forwarded to Amelia for processing and will email the department / A.S. if necessary.  
 • SMC Club check requests will be forwarded to Michele or the ICC for review of accuracy and will send an email to the club if necessary.  
 For OSL Office Use:  Document is under review by the OSL staff

# RIEMBURSEMENT RECEIPTS

Try to pay with a credit card or debit card, to provide additional proof-of-purchase for vague receipts.

There is a possibility of extreme Vague Receipts may not be reimbursed.

- Receipts (in-person or electronic) must show the following:
  - Vendor Name
  - Vendor Contact Info, at least one of the following:
    - Address, phone #, website, or email.
  - Date of Purchase
  - What was purchased - Itemized
  - Price of each item
  - Quantity of each item
  - Total amount Paid
  - Form of payment (credit card, cash, or bitcoin, etc.)
  - Vague Receipt- Additional Proof-of-Purchase may be needed, if any info mentioned above is not on the receipt, see next slide.

## CORRECT RECEIPT



## VAGUE RECEIPT



# VAGUE RECEIPTS - ADDITIONAL PROOF-OF-PURCHASE

- Need to submit credit card statement showing the total amount paid in print.
- Credit card statement must have the following items printed and not added:
  - Name of purchaser
  - Last four-digits of the credit card:
    - Must match the four-digits on the receipt
    - If four-digits are not available on receipt, we can use the vendor name and date purchased on statement.
  - Name of vendor
  - Amount charged
- Lacking required information:
  - Contact vendor for a detailed copy of the receipt that includes itemized purchase and method of payment.

Example #1: contact vendor for a detailed copy of receipt.



Example #2: provide credit card statement for proof of purchase.



# EXAMPLES OF ACCEPTABLE ELECTRONIC RECEIPTS

amazon.com

**Final Details for Order #114-8888888-7777777**  
Print this page for your records.

Order Placed: September 16, 2014  
Amazon.com order number: 114-8888888-7777777  
Order Total: \$89.99

**Shipped on September 16, 2014**

Items Ordered	Price
1 of: <i>Discovery V5+ 3.5 Inch Capacitive Screen Waterproof Shockproof Android 4.2.2 3G Unlocked Smartphone WiFi GPS (Green)</i> Sold by: myshop10 ( <a href="#">seller profile</a> ) Condition: New	\$89.99

**Shipping Address:**

- Tren Nyna
- 777 Smith St.
- Wichita, Kansas 55555-9999
- United States

Item(s) Subtotal: \$89.99  
Shipping & Handling: \$0.00  
Total before tax: \$89.99  
Sales Tax: \$0.00  
**Total for This Shipment: \$89.99**

Shipping Speed: Standard

**Payment information**

**Payment Method:** Master Card | Last digits: 0752  
Item(s) Subtotal: \$89.99  
Shipping & Handling: \$0.00  
Total before tax: \$89.99  
Estimated tax to be collected: \$0.00

**Billing address**

- Mrs. Jane Doe

**Grand Total: \$89.99**

https://mail.google.com/mail/u/0/#inbox

UBmail

Mail - 1 of 3,826

COMPOSE

Inbox (625)  
Starred  
Sent Mail  
HJKRI  
More -

I may be away  
Search people...

Invitations (1/2)  
amalina-at-secr-efgroup.my-1pp-b9e6zouhcr1#99-aopguale@public-talk.google.com wants to be able to chat with you. Okay?  
yes no

Payment detail for transaction reference 554544554

senangPay <support@senangpay.my>  
to Jane4smclub@email.com  
10:09 AM (23 minutes ago)

senangPay

Hello Jane Doe

Thank you for your purchase through senangPay.

Your Credit Card / Debit Card / Bank Name account has been debited with an amount of RM 2.00 for product Test tea - N/A from merchant Teeffee Enterprise. Please take note that senangPay will be listed in your Credit Card / Debit Card / Bank Name statement for this transaction.

**TRANSACTION SUMMARY**

Transaction Reference	: 554544554
FPX Reference	:
Transaction Time & Date	: 10:07, 01 05 2016
Transaction Amount	: RM 2.00
Payment Mode	: Credit Card
Status	: Successful
Product Name	: Test tea - N/A
Quantity	: 1
Unit Price	: RM 2.00
Delivery Charges	: RM 0.00
GST	: RM 0.00
Grand Total	: RM 2.00
Payment Made By	: Jane Doe
Email	: Jane4smclub@email.com
Contact Number	: 777-777-7777
Customer Note	: #H402bcvz

# CHECK REQUESTS – TIMELINES (BUSINESS DAYS)

---

- Day #1 = Submit Check Request to OSL@SMC (Office Email checked by Michele, Amelia is backup)
- Day #2-3 = Reviewed for completeness and accuracy
  - Michele: Clubs
  - Amelia: A.S. Directors & Departments
- Day #4-6 = Once everything is complete and accurate
  - Amelia will obtain A.S. Signatures where applicable
    - A.S. Directors & Departments - A.S. Budget Management, and Associate Dean of Student Life
    - Clubs – A.S. Budget Management and Associate Dean of Student Life
- Day #7 = Amelia will send packet to Auxiliary Services
- Day #8-17 = Auxiliary Services processes form, issues check, and mails out the check.
- Day #18-20 = USPS Mail
- Note: this is an estimate, if there are errors, etc., then it will take longer.
  - If you do not receive your check within the 20 business days, please contact [OSL@SMC.EDU](mailto:OSL@SMC.EDU)
  - Please put in the subject line: Inquiring about a payment
  - In the body of the email: state the club name, the name on the check, proposal number, and the amount of the check

# CLUBS' BALANCE SHEET - ICC ALLOTMENT FUNDS

---

- You will need to keep a balance sheet on your club ICC Allotment spending.
- Record the check request forms you have submitted and their total money spent.
- Take into consideration the proposals that are approved, but still need check requests to be submitted.
- Fall semester 100% or 66%, or 33% installation will determine the amount of money your club will receive. The amount of funds are subject to change, ask the ICC.
- Spring semester 100% or 66%, or 33% installation will determine the amount of money your club will receive. The amount of funds are subject to change, ask the ICC.
- If you do not remember the ICC Meeting Date your club was installed, contact the ICC.

# CREATE YOUR CLUB'S BALANCE SHEET - EXAMPLE

Black Font = money in your account; **Red Font = money spent and not in your account;**

**Blue Font = what you might be spending, but waiting on the exact amount (not to exceed).**

Description	Amount
Fall 2020 <u>100% Installation</u> on 9/24/20 (contact ICC if you do not know the date or %)	\$600.00
Check Request – club president reimbursement for food	-\$50.00
Check Request – club advisor reimb. for online conference registrations	-\$200.00
Spring 2021 <u>66% Installation</u> on 3/25/21 (contact ICC if you do not know the date or %)	\$396.00
Balance	\$746.00
Proposal to be approved for club prizes during online karaoke night, not to exceed	-\$100.00
Proposal to be submitted for zoom workshop food reimbursements, not to exceed	-\$200.00
Balance	\$446.00