



Los Angeles Mission College
Associated Student Organization

Budget Request Form

Requirements:

- Budget requests must be submitted three weeks in advance of activity or event to the ASO Treasurer, ASO Executive Administrator, or ASO Advisor.

Request Process:

- The LA Mission College ASO Finance Committee will review the request and will make funding recommendations to the ASO Executive Council.
- It is recommended your organization be represented at the ASO meeting in order to answer any questions regarding your request.

Date _____

Information of person or organization submitting Budget Request:

Name _____ Title _____

Phone # _____ E-mail address _____

Address _____

Please provide information for a contact person other than yourself that can answer any questions regarding your budget request:

Name _____

Title _____

Phone _____

Address _____

Name the event or activity Money will be used for:

If applicable, please provide the name and office title of an ASO Executive Council officer you have spoken to in regards to this budget request:

Name: _____

Office Title: _____

Please see back sheet

Amount of your budget request _____

Please Itemize Budget Request Below or Attach a detailed sheet

	Name of Expense	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total	

Please explain how providing you with your request will benefit Los Angeles Mission College students

Signature _____

Print _____

Date _____

Finance Committee Recommendation:

Approved __ Denied __

Alternative Recommendation

ASO Treasurer Signature _____

Print _____

Date _____