



Los Angeles Mission College—Business Office
Departmental Trust Charter Registration Form

Effective Date: 8/30/11
 Fiscal Year: 11-12

Name of Dept Trust: Health & Physical Education Department trust

Purpose of the trust: To augment/offset departmental costs such as staffing, supplies & equipment.

Sources Of Fund (describe): Student wellness membership fees, fund raising activities, & Donations.

Restriction of Funds: This fund will be used to augment departmental costs such as staffing, supplies & equipment

Names & Titles for the trust officers who are authorized to request withdrawal of funds: *

1. Print Name: <u>leslie milke</u> Title: Department Chair	1. Email: <u>milkel@lamission.edu</u>
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2. Print Name: <u>Steve Ruys</u> Title: <u>Fitness Center Coordinator</u>	2. Email: <u>ruysse@lamission.edu</u>
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The following Trust Advisor is to approve a Check Request requested by two Trust Officers mentioned above and has no authority to request withdrawal of funds.

1. Print Name: <u>leslie milke</u> Title: Trust Faculty Advisor	1. Email: <u>milkel@lamission.edu</u>
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APPROVALS
Leslie Milke
 Trust Advisor

30 Aug 2011
 Date

UNIVERSITY OF CALIFORNIA

Paul Schlegel
 College Financial Administrator

9/12/11
 Date

Monte S. Perez
 College President (or designee)

9/22/11
 Date

*For Departmental Trust accounts, one of the persons authorized to request a withdrawal of the fund must be department Chair.