



A.S. CHECK REQUEST ELECTRONIC PACKET

Page 1 of 2 (Must be typed; complete & submit both pages with attachments)

- Allow a minimum of 7-10 business days for processing.
- Submit a complete & accurate electronic packet to: OSL@SMC.EDU
- Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received in A.S.

A.S. Issued Number

Step #1 Identifying Information

Club / Dept. Name: MASTER MUSICIANS CLUB if applicable, Event Date & Time: N/A

Proposal Number: #555 Proposal Title: MUSIC EQUIPMENT
(See A.S. Board Minutes) (Should match the Proposal / A.S. Board Minutes)

Step #2 Attach Minutes: Proof of Approved Purchase and Funds (check off the column(s) that apply to your funding)

Section #A. <input checked="" type="checkbox"/> Paid by A.S. or ICC Funds	Section #B. <input type="checkbox"/> Paid by Club Special Account Funds
<input checked="" type="checkbox"/> 1. A.S. Board Meeting (Final Approval) Date: <u>10/22/19</u> <input checked="" type="checkbox"/> 2. Attach the single page of the A.S. Board Minutes showing Final Approval of your A.S. Proposal. <input checked="" type="checkbox"/> 3. Highlight your item. <ul style="list-style-type: none"> • Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds. • The Santa Monica College is not responsible for material or services purchased without proper authorization. 	<input type="checkbox"/> Attach Club Meeting Minutes, to include the following: <ul style="list-style-type: none"> <input type="checkbox"/> 1. A single page with a header: your club name, "Club Minutes," and date of meeting. <input type="checkbox"/> 2. Approved Item or Expenditure: the approved item(s) to be purchased, the approved dollar amount, and the voting outcome (yes/no/abstain votes). <input type="checkbox"/> 3. Highlight: the item you are requesting reimbursement or to purchase. <input type="checkbox"/> 4. A club officer's Printed Name, Title, & Signature. <input type="checkbox"/> 5. The full-time Advisor's Printed Name & Signature. <input type="checkbox"/> 6. Or, you may attach a completed ICC Blank Minutes form located on our A.S. Website in the ICC Section. The Blank Minutes form contains all the required fields for a Club Minutes Page. <ul style="list-style-type: none"> • Purchases or services made without a club voting approval will not be reimbursed by the club special account, nor by A.S. / ICC /SMC funds.

Step #3 Attach documents for the Type of Check (Check off one column & applicable items in that column)

Section #A <input checked="" type="checkbox"/> REIMBURSEMENT <i>(You've paid for an approved item & you'd like your money back)</i>	Section #B <input type="checkbox"/> PURCHASE <i>(Make a direct payment to a Vendor)</i>
<input checked="" type="checkbox"/> Student Reimbursement: SMC Student ID# <u>22222</u> <input checked="" type="checkbox"/> 1. Students can only submit their own *Receipts. <input checked="" type="checkbox"/> 2. If Club Proposal: a club officer & full-time club advisor must sign this form. <input type="checkbox"/> 3. If Dept. / Program Proposal: the dept. / program supervisor will sign as the advisor and leave the student officer signature blank. <input type="checkbox"/> SMC Employee Reimbursement: <input type="checkbox"/> 1. can submit their own *Receipts, or if necessary, group reimbursements <input type="checkbox"/> 2. If Club Proposal, a club officer's signature, and <input type="checkbox"/> 3. Instructional Faculty = Dione Carter, Dean of Academic Affairs' signature, or <input type="checkbox"/> 4. Counseling Faculty = Janet Robinson, Dean of Counseling's signature <input type="checkbox"/> 5. Managers / Dean = Dept. Supervisor / area V.P.'s signature <input type="checkbox"/> 6. If Department / Program Proposal: same rule as above for faculty & managers/deans, and for a Staff member = Department Supervisor's signature. *Receipts must have the following information: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1. Vendor's Name and Contact Information <input checked="" type="checkbox"/> 2. Purchase Date <input checked="" type="checkbox"/> 3. Itemized (list of items purchased) <input checked="" type="checkbox"/> 4. Price & Quantity per Item <input checked="" type="checkbox"/> 5. Taxes / Shipping & Handling / Other costs <input checked="" type="checkbox"/> 6. Total amount paid <input checked="" type="checkbox"/> 7. Form of payment <input checked="" type="checkbox"/> 8. for credit/debit cards, show the last four-digits of the card used. 	<input type="checkbox"/> Vendor Invoice: must contain the following information: <ul style="list-style-type: none"> <input type="checkbox"/> 1. The word "INVOICE" on the document. <input type="checkbox"/> 2. Invoice number <input type="checkbox"/> 3. Company name & contact information <input type="checkbox"/> 4. Contact person or sales representative <input type="checkbox"/> 5. Itemized (list of items to be purchased) <input type="checkbox"/> 6. Price & Quantity per item <input type="checkbox"/> 7. Taxes / Shipping & Handling / other fees <input type="checkbox"/> 8. Total amount due <input type="checkbox"/> 9. If Services are to be included, either the vendor provides their contract or you may use the A.S. Contract Packet- see Contractor section below. <input type="checkbox"/> Vendor's W-9 Tax form: required with invoices. The tax form must have a signature date in the current year. Ask the vendor's manager for the tax form. <input type="checkbox"/> Contractor: paying a Speaker / Performer / Other Services: <ul style="list-style-type: none"> <input type="checkbox"/> attach a completed A.S. Contract Packet: 2 forms, located on our A.S. Website, go to the webpage titled- Forms & Documents.

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Page 2 of 2 (Must be typed; complete & submit both pages with attachments)

Step #4 Information on the Check: Who will receive the check / payment?

Payee (person to receive this check): DANE DOE Phone #: 555-555-5555

Mailing Address: 555 MAINT ST., #55 City: LAMEDA State: CA Zip Code: 99999

Signature for Individual Reimbursement Check only, (signature not required for vendors or contractors):

- I acknowledge that the attached documents and amount of reimbursement is true and correct, and
- I am the Payee (person to receive this check).

Payee's Signature:  Date: 10/30/19

Step #5 Expenditure List: Funds can only be used for the approved items & approved amount.

Section #A - SHORT DESCRIPTION by Receipt or Invoice, group receipts if necessary: Examples: 5 Amazon Receipts-Books, Tap Inc.-Invoice #125, Contractor Services-DJ, etc.	Section #A - Account Type (check one for each line)	Section #A Amount
Line #1. Amazon Receipt - microphone	<input type="checkbox"/> -A.S. / <input checked="" type="checkbox"/> -ICC	\$ 42.71
Line #2.	<input type="checkbox"/> -A.S. / <input type="checkbox"/> -ICC	\$
Line #3.	<input type="checkbox"/> -A.S. / <input type="checkbox"/> -ICC	\$
Line #4.	<input type="checkbox"/> -A.S. / <input type="checkbox"/> -ICC	\$
Section #A Subtotal		\$42.71

Section #B - CLUB SPECIAL ACCOUNT - Our club special account will fund the expenditure(s) stated below:	Section #B Amount
Line #1.	\$
Line #2.	\$
Line #3.	\$
Line #4.	\$
Special Instructions:	Section #B Subtotal
	\$
GRAND TOTAL →	
<small>(Add Sub-totals of Sections #A & #B)</small>	
	\$ 42.71

Step #6 Authorized Signatures: Do NOT sign this section if the check or payment is for you.

STUDENT OFFICER INFO (must be registered with the A.S. Office)

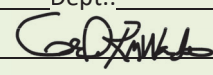
Name: PAGE E. ADDISON-SMITH SMC Email: smith_page_e_a_01 @student.smc.edu

Student Officer Title: TREASURER & DELEGATE Signature:  Date: 11/1/19

SMC AUTHORIZED SIGNATURES (according to SMC BOT Policy)

- For Club Student Reimbursements or Club Vendor Payments = Club Full-Time Advisor's Signature.
- For Instructional Faculty Reimbursements = Dione Carter, Dean of Academic Affairs' Signature.
- For Counseling Faculty Reimbursements = Janet Robinson, Dean of Counseling's Signature.
- For Classified Staff Reimbursements = Department Supervisor's Signature.
- For Manager Reimbursements = Department Supervisor's Signature.
- For Dean Reimbursements = Area V.P.'s Signature.
- For Department Vendors = Department Supervisor's Signature.

Name: DR. CECIL R.M. WADE Ext: 9595 Dept.: CULINARY ARTS DEPT.

Job Title: PROFESSOR Signature:  Date: 11/7/19

Step #7 Review & Submit a Complete Packet Electronically (hardcopies will not be accepted)

- 1. Ensure that this form is complete.
- 2. Ensure that this form is accurate.
- 3. Ensure that all documents are attached to this form and they are complete and accurate.
- 4. Send this Check Request with all the applicable attachments, in a **SINGLE PDF FILE**, to the A.S. Office through the Office of Student Life email: OSL@SMC.EDU
- 5. Any information/document that is incomplete/inaccurate will be asked to be re-submitted & may delay the process.

Final Details for Order #01-6321898-15341AT

Print this page for your records.

Order Placed: October 29, 2019
Amazon.com order number: 01-6321898-15341AT
Order Total: \$42.71

Shipped on October 30, 2019

Items Ordered

1 of: *Magenta PCMA48-XLR PLATINUM Dynamic Vocal
Microphone* Sold by: Amazon.com Services, Inc

Price
\$39.00

Condition: New

Shipping Address:

Dane Doe
555 Main St., #55
LAMEDA, CA 99999
United States

Shipping Speed:

One-Day Shipping

Payment information

Payment Method:

Visa | Last digits: 1111A

Item(s) Subtotal: \$39.00
Shipping & Handling: \$0.00

Billing address

Dane Doe
555 Main St., #55
LAMEDA, CA 99999
United States

Total before tax: \$39.00
Estimated tax to be collected: \$3.71

Grand Total: \$42.71

Credit Card transactions

Visa ending in 1111A: October 30, 2019: \$42.71

To view the status of your order, return to [Order Summary](#).



Associated Students of Santa Monica College

A.S. Board of Directors Regular Meeting

October 21, 2019, 3:00 p.m., Cayton Center Student Lounge (2nd Floor)

Santa Monica College, 1900 Pico Blvd, Santa Monica, CA, 90405

Associated Students Office Phone Number: (310) 434-4250

MINUTES

(example for Check Request Form)

VIII. Consent Action Items (under \$1000)

- 8.1** Approval of purchase for Sports Day for Korean Union Club (Jaehyeon Kim—Requesting \$114.15 ICC Allotment).
- 8.2** Approval of purchase for Sports Day (Undoukai) for Japanese and Korean Cultural Event for Japanese Student Association (Emmi Tsunoda—Requesting \$115.11 ICC Allotment).
- 8.3** Approval of purchase for Sports Day for Japanese Student Association and Korean Union (Young Eun Lyun—Requesting \$115.11 ICC Allotment).
- 8.4** Approval of purchase for Club Row Day for Korean Union (Jaehyeon Kim—Requesting \$148.41 ICC Allotment).
- 8.5** Approval for SMC First Gen Day for the Associated Students (Dennis Funes—Requesting \$200.00 Activities).
- 8.6** Approval for Beetlejuice and Monster House for the Associated Students (Carla Claire— Requesting \$281.54 Activities).
- 8.7** Approval of purchase of stickers and shirts for Fundraising for WiSTEM (Tafari Alan— Requesting \$200.00 ICC).
- 8.8** Approval for purchase of music Equipment for Master Musicians Club (Dane Doe—Requesting \$50.00 ICC Allotment).
- 8.9** Approval for Literary Series: Two Luncheons for English Department (Hari Vishwanadha— Requesting \$200.00 Activities).
- 8.10** Approval for Literary Series: Lecture and Lunch for English Department (Hari Vishwanadha— Requesting \$450.00 Activities).
- 8.11** Approval for Dia De Los Muertos event for Adelante Club (Ana Maria Gallegos—Requesting \$762.20; \$26.20 Special Accounts, \$100.00 ICC Allotment, \$636.00 Activities).

- **Motion to Amend title of 8.6:** ICC Communications, 2nd by Dir. of Activities
 - **Removal of words:** monster house

Vote on amendment of title change for item 8.6:

A	Vice President, Yongha Hwang		Director Student Assistance, Safa Saleem
A	Director Budget Management, Skander Zmerli		Director Instructional Support, Jisoo Kim
	Secretary, Nathan Silberberg	A	Director Publicity, Sabina Lee
A	Director Activities, Carla Claire		Director Sustainability, Adriel Ghadoushi
A	Director Outreach, Tafari Alan	A	ICC Chair, Natalie Lim
A	Director Community Relations, Ching Yi Yu	A	ICC Vice Chair, Gabriella Montgomery
A	Director Student Advocacy, Summer Le	A	ICC Communications Officer, Girard Dela Roca

- Amendment of title change for item 8.6 was approved with a unanimous vote
- **Pulled items: 8.1, 8.2, 8.4:** Dir. of Publicity pulled item 8.4, Dir. of Budget Management pulled items 8.1, 8.2, 8.4
- **Motion to approve items 8.3, 8.5-8.11:** ICC Chair, 2nd by Dir. of Activities

A	Vice President, Yongha Hwang		Director Student Assistance, Safa Saleem
N	Director Budget Management, Skander Zmerli		Director Instructional Support, Jisoo Kim
	Secretary, Nathan Silberberg	A	Director Publicity, Sabina Lee
A	Director Activities, Carla Claire		Director Sustainability, Adriel Ghadoushi
A	Director Outreach, Tafari Alan	A	ICC Chair, Natalie Lim
A	Director Community Relations, Ching Yi Yu	A	ICC Vice Chair, Gabriella Montgomery
A	Director Student Advocacy, Summer Le	A	ICC Communications Officer, Girard Dela Roca

- **Items 8.3, 8.5-8.11 passed with a majority vote**
- **Motion to approve item 8.1:** Dir. of Budget Management, 2nd by ICC Vice Chair

Key: P = Present; Ab = Absent; L = Late; A = Aye; N = Nay; B = Abstain