

Common ASPC Budget Request

Name of Organization/Organizer _____ ☐ PO ☐ 5-C

Contact Person _____ Phone _____

Email Address: _____

Funding is for: ☐ Existing Org. ☐ New Org. ☐ Off-Campus Event ☐ On-Campus Event ☐ Other

We are requesting \$_____ from Pomona.

Also requesting money from: CMC \$____ HMC \$____ PI \$____ SCR \$____ Other _____ \$____

For New and Existing Organizations

Please attach:

- ◆ A copy of your Constitution and Bylaws
- ◆ A list of members, broken down by college
- ◆ An itemized list of what the money will be spent on and how much each item will cost
- ◆ Account activity for this year, available from the ASPC Office (Existing Organizations Only)
- ◆ Sign and date the request at the bottom

For more information please contact: Leslie Appelson email: vpfinance@aspc.pomona.edu

For One-time Events, please complete the rest of this application

Name of Event _____ Location _____

Date _____ Time of Event _____ Expected Attendance _____

Are you charging for Admission? ☐ Yes \$_____ ☐ No

Description of Event: _____

Itemized Budget for Event

Cost

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<i>Total</i>	\$ _____

Signature _____

Date _____

For Official Use Only

Allocation \$_____ Reasons _____

_____ ☐ Notified Date _____