

ASBTC FUNDING REQUEST FORM

- 1) All requests MUST be reviewed by the ASBTC Executive Team before being presented to Senate.
- 2) Any requests over \$499 that is approved by the Executives MUST also be presented at Senate:
 - a) during the next following Senate meeting for Senate Approval
 - b) within two weeks after the event/fund request is complete showing how funds were used

Program Info	ormation					
Program Name) <i>:</i>					
			ail:			
Funding Info	rmation					
Amount Requ	ested (w/Tax):	\$	Number of Particip	ating Students:		
Event Date(s):			Event Start/ End T			
Event Location	: 					
Event Descripti	on:					
Purpose (use of requested funds ex. transportation, registration fees, food, lodging, etc.)						
Program's A	pproval					
Student Coordinator			Advisor/Program Faculty			
Printed Name: _			Printed Nam	ne:		
Signature:			Signature: _			
 Please Note: Original receipts are required 30 days after actual event. No reimbursement will be made without original receipts. All monies 'Not Accounted For' will be returned to ASBTC account. Funds can be requested from 1st day of Fall quarter through May 15th. Applications received before or after these days will not be honored. 						
For ASBTC A	dministratio	n Use Only				
#	FY	MD	- 11	P#	Amount Paid	

Bellingham Technical College does not discriminate on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354.

FOR OFFIC	E USE ONLY				
Date Received:					
Date Approved by Executives:	Date Approved by Senate:				
Disapproval Reason:					
Attendance Rate: Line Item Category:					
ASBTC Director of Finance (Signature)	ASBTC Director of Attendance (Signature)				
ASBTC Clerical Support (Signature)	ASBTC Advisor (Signature)				

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