

**Associated Students of Irvine Valley College (ASIVC)**

# Club Activity: Request Club Funds Form

Requests should be submitted two (2) weeks in advance of the expense to the  
Student Life Office/ASIVC - Inter-Club Co-Curricular Council (I4C)

**Step 1:** Submit an email in advance requesting estimated club expenses for the entire semester. **Step 2:** Immediately following the club *approved* event/activity, submit all original receipts and completed request for funds form. Do not staple receipts to form (paper clip) **Note:** ASIVC- I4C members participating in the activity/event are required to sign the Attendance/M meal Sign-in Sheet (see reverse). Incomplete forms will be returned to the clubs treasurer and advisor for further review. [Note: Any club funds not used by the end of each academic year's (Spring semester) fiscal close deadline will be refunded back to the ASG – I4C revenue account and the club account will be settled to a zero balance]. **\*(Note: Club funds reimbursement check(s) will be reimbursed to Club or Program Advisors only)**

Name of Club: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Name (Print): \_\_\_\_\_ PH#/Ext: \_\_\_\_\_

Advisor(s) Signature: \_\_\_\_\_

Step 1: REQUEST TO OPEN PURCHASE ORDER/Advisor Expense report reimbursement request:			
Semester/YR	Activities, Event(s), Mtgs	Estimated Expenses	IVC Club Program Acct #
Est. Expense Total:			

Step 2: REQUEST FOR CLUB REIMBURSEMENT   ACTUAL - PRE-APPROVED EXPENSE(S):			
Expense Date: <i>Note: list each line item(s) below date order</i>	Event/Activity Name:	Vendor Name: <i>(listed on your receipt)</i>	Total Amount:
Expense Total:			

Student Life/ASIVC Office Staff Use Only:	
Date Request Received:	Expense report#
Approved By: Title:	Date:
Original Receipt Expense Total: =\$	Original receipts/mtg meal Sign-in sheet-list submitted? ___ Y ___ N

