



# 2024-2025 ICC/Club Budget Request

for Special Allocations

9/23/2024

**For ICC use only**

Qtr:  F  W  S

# **2025**

**Club Name:** Medical Outreach Association

**Name:** Hana Grace Nayve

**Signature:** *Hana*

**Phone:** 510-826-8427

**Email:** hana.nayve@gmail.com

1. Club Account Number: #44- 4376

2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 393.69

3. Event /Date/Location MOA Conference / January 24, 2025 / De Anza

**4. FUNDS WILL BE USED BY THIS DATE:** 1/24/25 **(Officer Use Only)**

**5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)**

Suture thread (7) = \$25.62 (from Temu)

Suture/ Mayo Scissors (20) = \$106.20 (from Temu)

Suture Practice Pad (10) = \$49.90 (from Temu)

Sales Tax = \$17.04

**Reviewed in 1/13 ICC Agenda Meeting**

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6. \$ <u>198.76</u>	<b>\$198.76</b>
7. Promotional (4013, Banner)	7. \$ _____	\$ _____
8. Printing (4060)	8. \$ _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9. \$ _____	\$ _____
10. Equipment Rental (5310)	10. \$ _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11. \$ _____	\$ _____
12. Web Site Support/Insurance (5922)	12. \$ _____	\$ _____
<b>13. Grand total of items 6 – 12</b>	<b>Total:</b> \$ <u>198.76</u>	<b>\$198.76</b>

*Budget form will only be considered with these authorized signatures*

15. <u>President</u>	<u>Laura Vo</u>	<u><i>Laura Vo</i></u>	<u>408 335 3070</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. <u>Treasurer</u>	<u>Hana Grace Nayve</u>	<u><i>Hana</i></u>	<u>510-826-8427</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. <u>Chad Miller</u>	<u>Chad Miller</u>	<u><i>Chad</i></u>	<u>408-864-8517</u>
Club Advisor	Name	Signature	Phone



**ICC/Club Budget Request Guidelines**  
for Special Allocations  
Please check the box if you meet the requirement

- The club is not on probation ☺
- The club has finished the last budget request. (zero balance in the club's 41-account)
  - If no, please contact the ICC Chair of Finance to clear your balance.
- Attach a copy of the club's 41-account balance.(Did club get funds from ICC already?)
- This is an on campus event.
- Have a brief plan about this budget request (date, location, what do you plan to purchase)
- The request does not include awards, refreshments, capital equipment or illegal items.
- Allocation for supplies for Club Day and Club sponsored event (usable goods decorations, paper, supplies, tape) will be limited to \$250.00 per fiscal year (July 1-June 30). May not be used for supplies to support a club fundraiser or to give away items
- Banner does not excess \$ 150.00
  - Attach the design of the banner.
- Printing does not excess \$ 250.00 and Club may not buy prepaid printing cards.
  - Printing materials will state "Funded by ICC"
- One speaker does not excess \$ 300.00, and total speakers do not excess \$ 800.00
- One entertainment performer does not excess \$ 300.00, and total performers do not excess \$ 800.00
- The total amount requested this time does not excess \$ 800.00
- The total requests do not excess \$ 1,000.00 in this fiscal year (including this one).
- Fill out the whole form at the front page.
- There are two club officers and one club advisor signatures.
- If I have any other question, I will look at the ICC Finance Code page 2 for help.
- I will submit this form and other documents to ICC Agenda Meeting on
  - Monday 1:30 pm - 2:20 pm** at Student Chambers (Downstairs of De Anza Dining Service).
- Now you are all set. The ICC Chair of Finance will tell you the guidelines at the ICC Agenda Meeting.

# De Anza College Student Accounts

## Project Activity Report

### Medical Outreach Association

Account	Description	Date	Reference	Balance
<b>4376 - Medical Outreach Association</b>				
			<i>Beginning Balance</i>	\$318.69
			<i>Adjustments to Balance</i>	\$0.00
<b>44-72100-0000</b>				
44-72100-0000	Trf from Fund 41 DASG Genera	11/19/2024	F'24 Club Day Engaging2nd-MOA	\$75.00
			<i>Totals for 44-72100-0000.</i>	<u>\$75.00</u>
			<i>Ending Balance</i>	\$393.69

# De Anza College Student Accounts

## Project Activity Report

### Medical Outreach Association

<b>Account</b>	<b>Description</b>	<b>Date</b>	<b>Reference</b>	<b>Balance</b>
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Report name: 4376 Medical Outreach Association

Include these dates: <Specific fiscal periods> (7/1/2024 to 6/30/2025)

Include these Projects: 4376

User has access to all Projects