



2024-2025 ICC/Club Budget Request

for Special Allocations

9/23/2024

For ICC use only

Qtr: F W S

Club Name: Women in Business

Name: Tina Le

Signature

Phone: 40883727865

Email: deanzawib@gmail.com

1. Club Account Number: #44- 4884
2. Current Club Account Balance (Attach a copy of club account #44-XXXX) \$ 408.29
3. Event /Date/Location Business Conference/Oct. 28th/Conference Room A&B

4. FUNDS WILL BE USED BY THIS DATE: _____ (Officer Use Only)

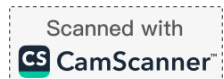
5. Brief description of budget request (unit price, estimated quantity to purchase, description of supplies...) (Use additional sheet if necessary)

- Deco Streamers (2) (\$13.94) - Balloon Arch (1) (12.99) - Metallic Gold Sharpies (1) (\$17.89)
- Table Cloth (2) (\$23.98) - Gold Foil Fringe (1) (6.97)
- Balloons (1) (\$6.99) - Balloon Air Pump (1) (\$15.99) - Photobooth Props (1) (8.99)
- Acrylic Sign Holder (1) (\$20.95) - Large Foam Board (1) (\$18)
- Dotted Wall Decor (2) (\$19.98) - Thick Large Sharpies (1) (\$8.68)

Object Codes	Club Requested Amount	ICC Agenda Recommendation
6. Supplies (4010)	6.S _____	\$ _____
7. Promotional (4013, Banner)	7.S <u>175.35</u>	\$ _____
8. Printing (4060)	8.S _____	\$ _____
9. Technical & Professional Services (5214) Security, Clean Up, Speaker(s), Entertainment	9.S _____	\$ _____
10. Equipment Rental (5310)	10.S _____	\$ _____
11. Advertisement (5745, Facebook Ad)	11.S _____	\$ _____
12. Web Site Support/Insurance (5922)	12.S _____	\$ _____
13. Grand total of items 6 – 12	Total: \$ <u>175.35</u>	\$ _____

Budget form will only be considered with these authorized signatures

15. <u>Vice President</u>	<u>Audrey Lei</u>		<u>510 709 907</u>
Officer Title ((Co) President)	Name	Signature	Phone
16. <u>Treasurer</u>	<u>Shiqi Wang</u>		<u>857 370 0521</u>
Officer Title (VP or Treasurer)	Name	Signature	Phone
17. <u>Advisor</u>	<u>Manisha Karia</u>		<u>408-864-8896</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.