



ASCOCC USE ONLY:	
Date Processed:	_____
Initials:	_____

Over \$100 Form

DISCLOSURE: We require this form to be submitted ***at least 2 weeks before*** the intended event date or payment deadline. The ASCOCC Council reserves all rights to deny a proposal based on insufficient warning and adherence to this 2 week policy.

Student Organization Name: _____ **Date Submitted:** _____

Name of Applicant: _____

Position within the Organization: _____

Email: _____ **Phone # (optional) :** _____

Are you a currently enrolled COCC student? **Y / N**

Primary Campus (*where do you take the majority of your courses?*): **BEND / REDMOND / MADRAS / PRINEVILLE**

Title/Purpose of Funding: _____

Date/Time Needed By: _____

What is the requested funds going towards? (circle all that apply):

SPEAKER FEES / FOOD / ADVERTISING / MATERIALS / TRAVEL COSTS / SPACE RENTAL /

PROMOTION

Brief Explanation of the Payment: _____

Total Requested Sponsorship Amount (\$): _____

Co-Sponsoring Organization, Club, or Department (if applicable), and how much they plan to contribute:

Has this funding been discussed and approved in a club meeting? **Y / N**

Make sure that all relevant receipts and invoices are attached to this form upon submission.

If possible, make sure the receipts are originals and are itemized.



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PAYMENT INFORMATION (if awarded):

On Campus (Please Circle One)

- Club/Student Organization
- Department
- Sodexo

Off Campus (Please Circle One)

- Online purchases
- Local Vendors
- Speakers/Musicians

(If utilizing services OFF CAMPUS, additional forms may be required, follow up with Dir. of Financial.)

Payment method (circle one): **CHECK** or **ASCOCC CREDIT CARD**

IF CREDIT CARD-

Date of Card Check Out: _____ Time (approx.): _____

Date of Card Return: _____ Time (approx.): _____

IF CHECK-

Check payable to: _____

- Director of Financial Affairs Use Only -

Club tier: _____

YTD Budget Total: _____

Date of last budget statement notification: _____

- For ASCOCC Council Use Only -

Meeting Date: _____ **Meeting Time:** _____

Motion: _____

Motioned by: _____ **Seconded by:** _____

In Favor: _____

Against: _____

Abstain: _____

Final Ruling: _____