



Truckee Meadows Community College

Associated Students of Truckee Meadows

# FINANCE REQUEST

This form is to be used to request funds from the Associated Students of Truckee Meadows. Please complete and file this form with the Student Activities and Leadership Office, 7000 Dandini Blvd. RDMT 115, Reno, Nevada 89512-3999. For additional information regarding this form or ASTM funding procedures, please call 775-673-7164. Please submit this form at least six weeks in advance.

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Total Amount Requested: \$ \_\_\_\_\_

Name of Event/Item(s): \_\_\_\_\_

Anticipated date needed: \_\_\_\_\_ Anticipated Attendance (for event): \_\_\_\_\_

For events only: Is there an admission fee for this event? Yes: \_\_\_\_\_ If Yes, Amount: \_\_\_\_\_ No: \_\_\_\_\_

If yes, how does your group intend to utilize the program profits?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On a separate sheet please include the following information:

**1) Event/Item(s) Description:** A detailed event/item(s) description, including what will occur at the program/why you need the item(s), foreseen impact of this event on the organization and/or TMCC student body. Failure to include a detailed description of the item(s) and/or event will result in this denial of this request.

**2) Anticipated Expenditures:** Please attach an accurate, detailed budget for all anticipated expenses including pictures of item(s) needed, name of store, etc. Failure to include a detailed budget will result in this denial of this request.

**For ASTM Use Only:**

Finance Committee Approval      \_\_\_ Yes \_\_\_ No

Date of Meeting: \_\_\_/\_\_\_/\_\_\_

General Assembly Approval      \_\_\_ Yes \_\_\_ No

Amount Approved: \$ \_\_\_\_\_

\_\_\_\_\_  
Finance Director Signature

\_\_\_\_\_  
ASTM Advisor Signature

\_\_\_\_\_  
Board Chairperson Signature

\_\_\_\_\_  
Student Activities & Leadership Coordinator Signature