



# ASBTC

Associated Students of Bellingham Technical College

*Striving for Student Success*

Contact: [asbtc@btc.ctc.edu](mailto:asbtc@btc.ctc.edu) | 360.752.8357 | Campus Center (CC) Room 300

## Student Funds Request Form

### Approval Application

**Group Name:** \_\_\_\_\_

**Amount Requested (W/Tax):** \$ \_\_\_\_\_ **Number of Participating Students:** \_\_\_\_\_

Event Date/s: \_\_\_\_\_

Event Start/End Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Presentation Date:  
(within the following two senate meetings after event) \_\_\_\_\_

**Purpose:** (use of requested funds ex. transportation, registration fees, food, lodging, etc.)

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

**Check to be made Payable To:** \_\_\_\_\_

Student Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Received by ASBTC ASBTC Director Of Finance

Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Program Dean: \_\_\_\_\_ Dean's Signature: \_\_\_\_\_

Bellingham Technical College does not discriminate on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354.

**Please Note:**

- Original receipts are required.
- No Reimbursement will be made without original receipts.
- All monies 'Not Accounted For' will be returned to ASBTC account.
- Funds can be requested from 1<sup>st</sup> day of Fall quarter through 2<sup>nd</sup> Friday in June. Applications received before or after these days will not be honored.

<b>ASBTC Administration Approval:</b>														
	Approved By Executives:	Senate:	<b>Disapproved</b>											
Date:														
<p style="color: red;"><b>Disapproval Reason:</b> _____</p>														
<p>Attendance Rate: _____ Budget Report Category: _____</p>														
<p>Signed: _____ ASBTC Director Of Finance</p> <p>Signed: _____ ASBTC Director Of Administrative Affairs (Attendance)</p>														
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">#</th> <th style="width: 10%;">FY</th> <th style="width: 10%;">MD</th> <th style="width: 10%;">LI</th> <th style="width: 10%;">P#</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					#	FY	MD	LI	P#					
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