



# 2025-2026 ICC/Club Budget Request

for Special Allocations

Rev 11/25/2025

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|---|
| <b>For ICC use only</b>   |
| Qtr: <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S |
| # _____   |

Club Name: \_\_\_\_\_

Submitter's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Club Account Number: #44-\_\_\_\_\_

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

3. Event /Date/Location \_\_\_\_\_

**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)

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| Object Codes   | Club Requested Amount  | ICC Agenda Recommendation |
|--|------------------------|---------------------------|
| 6. Supplies (4010)   | 6.\$ _____             | \$ _____                  |
| 7. Banner (4013)   | 7. \$ _____            | \$ _____                  |
| 8. Printing (4060)   | 8. \$ _____            | \$ _____                  |
| 9. Technical & Professional Services (5214)<br>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> | <b>\$ _____</b>           |

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

|                                 |       |           |       |
|---------------------------------|-------|-----------|-------|
| 15. _____                       | _____ | _____     | _____ |
| Officer Title ((Co) President)  | Name  | Signature | Phone |
| 16. _____                       | _____ | _____     | _____ |
| Officer Title (VP or Treasurer) | Name  | Signature | Phone |
| 17. _____                       | _____ | _____     | _____ |
| 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. (forms all submitted and processed)
  - If no, please contact the ICC Chair of Finance to complete.
- 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 exceed \$ 150.00
  - Attach the design of the banner.
- Printing does not exceed \$ 250.00 and Club may not buy prepaid printing cards.
  - Printing materials will state "Funded by ICC"
- One speaker does not exceed \$ 300.00, and total speakers do not exceed \$ 800.00
- One entertainment performer does not exceed \$ 300.00, and total performers do not exceed \$ 800.00
- The total amount requested this time does not exceed \$ 800.00
- The total requests do not exceed \$ 1,000.00 in this fiscal year (including this request).
- 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 Financial Code](#) page 2 for help.
- I will submit the request to the ICC Chair of Finance **no later than two (2) weeks prior to the event.**
- I will present this form and other documents to the ICC Agenda Meeting after submitting the forms but before the event. Agenda Meetings are held biweekly on **Mondays 1:30 pm - 2:30 pm** Hybrid, Online via Zoom or in Student Council Chambers (Downstairs of De Anza Dining Services).
- Now you are all set. The ICC Chair of Finance will go over the guidelines at the ICC Agenda Meeting.