

Cerritos College DEEOAC Request for Funds 2016-2017

REQUEST

AMOUNT OF TOTAL REQUEST _____

Requester's Name _____

Requester's Phone/Email _____

Event Name _____

Proposed Location(s) _____

Number of participants expected _____

Who is your audience (students, staff, faculty, community members)? _____

Event Items	Description	Amount
Decorations		
Equipment		
Food		
Performers		
Speaker(s)		
Printing		
Publicity		
TOTAL EVENT ITEMS EXPENSES		

Travel Items	Description	Amount
Rental/Mileage		
Bus(ses)		
Shuttles/Taxis		
Air Fare		
Meals		
Lodging		
Registration		
TOTAL TRAVEL ITEMS EXPENSES		

Other Items Not Included Above

Description	Amount
TOTAL OTHER ITEMS EXPENSES	