

ACCOUNT TITLE

ACCOUNT NUMBER

ACCOUNT CATEGORY: (CIRCLE ONE)

- A. Instructional Materials Fees
- B. College Trust/Agency
- C. ASB Student Club/Organization

- D. Scholarship/Loan Account
- E. Co-curricular Account
- F. Non-student Club/Organization

Student Activities / Associated Students of Moorpark College (ASMC) (Club Advisor)

DIVISION/DEPT/CLUB/ORGANIZATION

INDIVIDUAL RESPONSIBLE/TITLE

Student organization business operating account.

REASON FOR ACCOUNT

Associated Students Inter-Club Council funds; Associated Students Programming Committee Funds; donations from campus activities or off-campus donors; school-sanctioned fundraising activities.

SOURCE OF INCOME (BE SPECIFIC)

General supplies and materials; printing expenses for club promotions (e.g., posters, flyers, banners); emblematic items and other outreach materials; facility rental expenses and event equipment rental expenses; honorariums; membership dues to local, state, and national organizations affiliated with student club or organization; student travel-related expenditures, such as conference registration, commercial travel costs, mileage reimbursement, per diem, and hotel expenses; and donations.

TYPE OF EXPENDITURES ALLOWED (BE SPECIFIC)

Perpetual

ASMC Inter-Club Council Account

ANTICIPATED DURATION OF ACCOUNT

DISPOSITION OF ACCOUNT BALANCE AT EXPIRATION

COLLEGE BUSINESS OFFICE REVIEW

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT TRUST AND AGENCY ACCOUNT AUTHORIZATION**

ACCOUNT NAME

ACCOUNT NO.

2 SIGNATURES BELOW WILL BE REQUIRED ON EXPENDITURES. CLUBS MUST LIST AT LEAST TWO STUDENT OFFICERS AND ONE ADVISOR AS SIGNATORIES IN THE TABLE BELOW.

DATE	TYPE/PRINT NAME	SIGNATURE	TITLE/POSITION
			Advisor (MC employee)
			President (student)
			Vice President (student)
			Treasurer (student)

APPROVAL OF ACCOUNT AUTHORIZATION:

CLUB ADVISOR (for Clubs only)

DIRECTOR OF STUDENT ACTIVITIES (for Clubs or ASB accounts)

DIVISION DIRECTOR (if applicable)

DATE

SUPERVISING VICE PRESIDENT

DATE

VICE PRESIDENT, ADMINISTRATIVE SERVICES

DATE

COMPTROLLER, DISTRICT OFFICE

DATE