ASSMC Technology Equipment Fund Guidelines

The Technology Equipment Fund provides financial support to media focused student organizations chartered by the Associated Students of Saint Mary’s College. Specifically, these organizations will have access to this fund in order to provide funding for replacing or repairing technological equipment.

Request Criteria
The following criteria must be satisfied to submit a request for the ASSMC Technology Equipment Fund.

• Requests must be received by at least one week before a Finance Committee meeting. A schedule of dates will be provided to chartered organizations at the beginning of each semester.
• All appropriate signatures must be obtained.
• These funds are only available to chartered media organizations.

Request Guidelines
Please note the following guidelines when submitting an ASSMC Technology Equipment Fund Request Form.

• All requests must be made on an ASSMC Technology Equipment Fund Request Form.
• All costs must be itemized on the Technology Equipment Fund Request Spreadsheet to the best of the organization’s knowledge and ability.
• This fund can only be accessed to replace or repair technological equipment.
• Any technological repairs must be assessed and approved by institutional technology services.
• This request cannot be accessed to acquire new technology or equipment.
• The organization may send a representative to speak with the Finance Committee about their request.

Direct any questions to the Vice President for Finance: asvpfin@stmarys-ca.edu or 631-8508.

We, the undersigned, affirm the following:

• We have read and understand the general information regarding the allocation of the ASSMC Technology Equipment Fund;
• The information herein and any supporting documentation is accurate and complete;
• Any withholding, misrepresentation, or falsification of information for purpose of obtaining ASSMC Technology Equipment Fund will affect future eligibility for funding as determined by the Vice President of Finance;
• Any misuse or abuse of funding may jeopardize future funding privileges.

___________________________________________  _______________________________________
President Name  Advisor Name

___________________________________________  _______________________________________
President Signature  Advisor Signature