

# ASI Associated Students, Inc.

## Funding Request Form

"...For the Students, by the Students!"

### 2016-17

- Necessary Documents:
- Event Flyer w/ A.S.I. Logo
  - CSI Event Reg. Form
  - Estimates / Food Permits
  - Event Estimates / Invoices

#### Contact

[Redacted Contact Information]

#### Organization

Club/Organization: CSULA Pre-Law Society  
 Event Title: CSULA Pre-Law Society Annual  
 Date(s) of Event: April 13, 2017 Quarter: Fall  
 Location of Event: USU Plaza/ USU building  
 Expected Total Attendance: 200+  
 Expected Attendance of Cal State LA Students: 200+

#### Event Description and Total Cost Breakdown

Briefly describe the event:

The event will have about 16 Law School representatives that will assist students walking through the event-- answering questions regarding admissions, tuition, and LSAT scores. The event will feature workshops on how to finance through college, First Year student panel, ect.

Is the event open to all Cal State LA students?: No

How will this program enhance the Cal State LA experience?:

Students on this day will be filled with knowledge on the admission process, involvement, and career outlook through Law School. We the Society always serve to inform our student campus, and serve to help in any way possible.

#### Hospitality

Description	Amount
Please see attachment	

#### Honoraria/Contracts

Description	Amount
Please see attachment	

#### Marketing

Description	Amount
Please see attachment	0

#### Other

Description	Amount
Please see attachment	

#### Event Summary

Total Cost of Event:	<u>1532.12</u>
Amount Requested from A.S.I.:	<u>1518.76</u>
Amount from other sources:	<u>0</u>

What other resources are you employing for this event?

[Redacted Answer]

#### For Office Use Only • Do Not Write Below

##### Important:

- (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

All forms must have a Time Stamp and

staff initial: MO

17 MAR 6 AM 11:30





**INFORMATION & EVENT SERVICES**  
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 5154 State University Drive, Room 107  
 Los Angeles, CA 90032-8636  
 Phone: 323-343-2465 | Fax: 323-343-2454

Date/Time Stamp: \_\_\_\_\_

OFFICE USE ONLY

4:30 PM

Initials AR

**OUTDOOR EVENT REQUEST FORM**

TYPE OF SPONSOR:  Recognized Club/Org  CSULA Department  Off Campus  Other  
 Organization Name: Pre-Law Society Reservation Contact: Javier Martinez  
 Phone Number: (310) 999-8824 Email: vp.prelaw.society.csula@gmail.com  
 Date of Event\*: 4/13/17 Title of Event: Pre-Law Society's 6th Annual Law Fair

Access Start Time: 8:00 AM Event Start Time: 12:00 PM Event End Time: 6:00 PM Access End time: 8:00 PM

Event Contact: Javier Martinez Phone Number: (310) 999-8824

Amplified Sound (Maximum two hours) Start: 12:00 PM End: 4:00 PM Amplified Sound Level:  1  2  3

*Once the Reservation has been confirmed, the Reservation Contact must be the person to sign. The Event Contact on this form can only check-in for an event if the Reservation Contact is unavailable. (ID Required)*

Faculty/Staff Advisors Name: Donna Schuele Extension: \_\_\_\_\_  
*If you represent an off-campus organization, please provide your billing address:*

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

**EVENT INFORMATION**

Please check YES or NO to the following statements regarding event details:

- Registration, admission fees, or donations are being accepted:  YES  NO If so, please specify amount: \$ \_\_\_\_\_
- There will be guest participants that are 51% from off-campus:  YES  NO
- There will be vendors fair or exhibitors as part of this event:  YES  NO
- Alcohol will be served:  YES  NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
- Food will be served:  YES  NO If so, who is providing? \_\_\_\_\_
- This event is directed related to the educational mission of the University:  YES  NO
- This event is sponsored or promoted by a non-University or off-campus organization:  YES  NO
- This event is a profit-making venture (i.e. product show, or solicitation of goods or services):  YES  NO
- Decorations, banners, or signs will be displayed:  YES  NO If yes, please describe: Balloons, Banners
- The media will be notified about the event (newspapers, television, radio stations etc.):  YES  NO
- A movie/film/documentary will be shown at this event:  YES  NO If so, viewing rights must be provided before event can be confirmed.
- This event is co-sponsored by the University-Student Union:  YES  NO If so, specify:  CCC  CSI  Other: \_\_\_\_\_

**MEDIA SERVICES - OUTDOOR EQUIPMENT REQUEST**

**Basic PA II - Select components needed**

*(Comes with MP3 Player)*

- Wireless Microphone (1 available)
- Wired Microphone \_\_\_\_\_ up to 2 available
- i-pod Connection
- Satellite Speaker (1 extra speaker)
- DI Box (Direct Input Box) - Used for keyboards, guitars, bases, etc.

Select a PA System that fits your needs.

**Plaza Concert PA - Select components needed**

*(Comes with CD and MP3 Player)*

- Wired Microphone \_\_\_\_\_ up to 9 available
- On-Stage Monitors \_\_\_\_\_ up to 2 available
- i-pod Connection
- DI Box (Direct Input Box) \_\_\_\_\_ up to 2 available

**Additional AV Equipment**

- i-Box Portable Speaker
- DLP Projector
- VHS Player
- AV Cart
- Plaza Podium
- DVD Player
- 20" Television
- Plaza Electricity

**INFORMATION TABLES/SPECIAL EVENTS**

**Expected Attendance**

Setup Count \_\_\_\_\_

Please provide more information about your event. For Clubs and Orgs see diagram on the back of this page for Information Tabling.

Requestor's Signature: [Signature] Date: 10/13/16

*Before you sign, please review your information at the front/back of this page to ensure accuracy.*

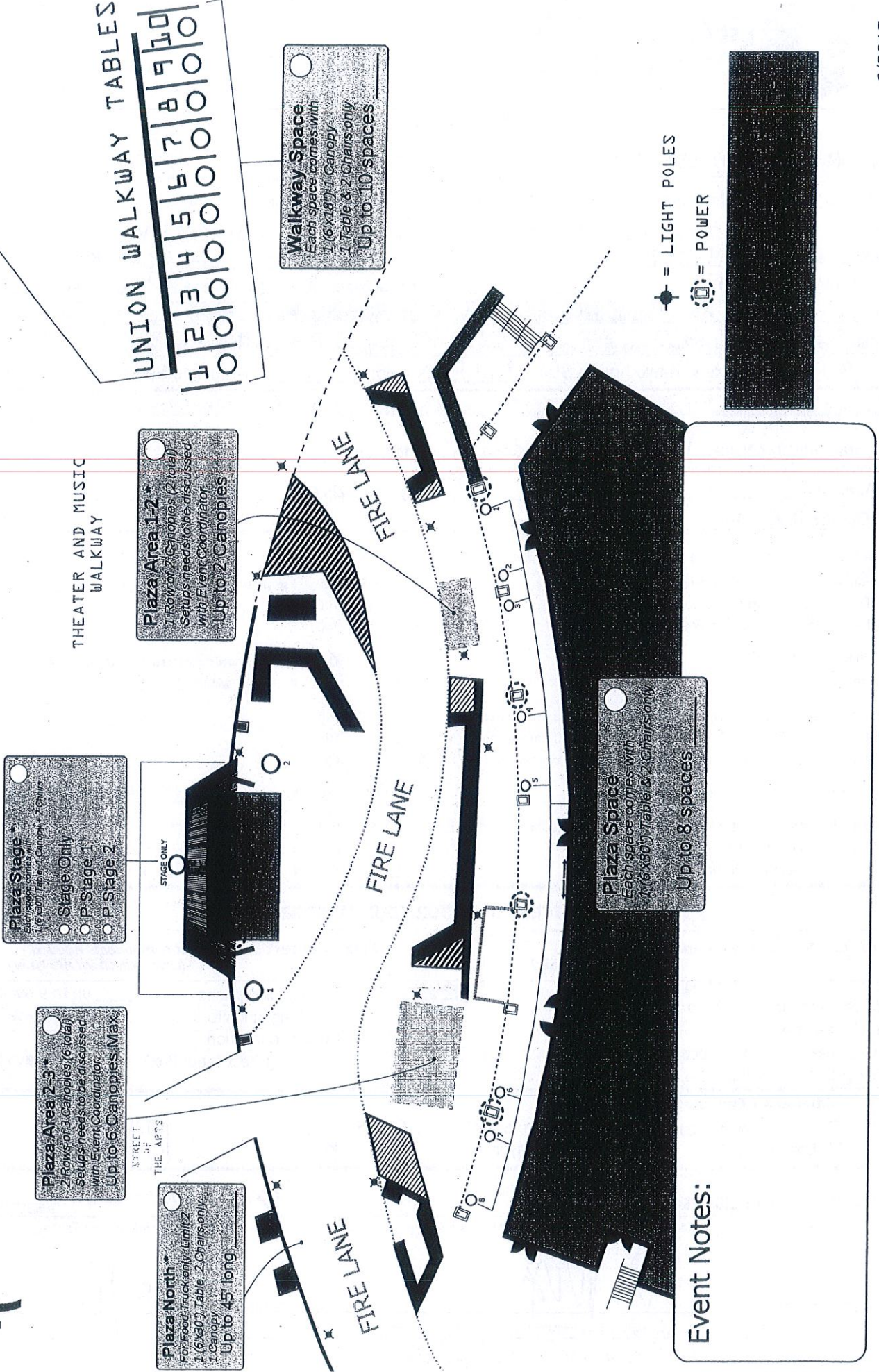


# UNION PLAZA DIAGRAM

**NOTES:** - Please read the information for each space and mark on the circle to reserve that space.

- \*These spaces may require approval from a coordinator. Call our front desk to set up an appointment.

- For events that require use of multiple spaces, please contact Event Services Front Desk at 323-343-2465 for more information.







Date/Time Stamp: \_\_\_\_\_

OFFICE USE ONLY

4:38pm

Initials: ATL

**MEETING ROOM REQUEST FORM**

TYPE OF SPONSOR:  Recognized Club/Org  CSULA Department  Off Campus  Other

Organization Name: Pre-Law Society  
Phone Number: (310) 999-8824  
Date of Event\*: 4/13/17

Reservation Contact: Javier Martinez  
Email: JP.prelaw.society.csula@gmail.com  
Title of Event: Pre-Law Society's 6th Annual Law Fair

Access Start Time: 8:00 am Event Start Time: 12:00 NOON Event End Time: 6:00 PM Access End time: 7:00 PM  
Event Contact: Javier Martinez Phone Number: (310) 999-8824

Once the Reservation has been confirmed, the Reservation Contact must be the person to sign. The Event Contact on this form can only check-in for an event if the Reservation - Contact is unavailable. (ID Required)

Faculty/Staff Advisors Name: Donna Schuele Extension: \_\_\_\_\_  
If you represent an off-campus organization, please provide your billing address:  
Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

**EVENT INFORMATION**

Please check YES or NO to the following statements regarding event details:

- Registration, admission fees, or donations are being accepted:  YES  NO If so, please specify amount: \$ \_\_\_\_\_
- There will be guest participants that are 51% from off-campus:  YES  NO
- There will be vendors fair or exhibitors as part of this event:  YES  NO
- Alcohol will be served:  YES  NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
- Food will be served:  YES  NO If so, who is providing? \_\_\_\_\_
- This event is directed related to the educational mission of the University:  YES  NO
- This event is sponsored or promoted by a non-University or off-campus organization:  YES  NO
- This event is a profit-making venture (i.e. product show, or solicitation of goods or services):  YES  NO
- Decorations, banners, or signs will be displayed:  YES  NO If yes, please describe: Banners displaying Pre-Law Society
- The media will be notified about the event (newspapers, television, radio stations etc.):  YES  NO
- A movie/film/documentary will be shown at this event:  YES  NO If so, viewing rights must be provided before event can be confirmed.
- This event is co-sponsored by the University-Student Union:  YES  NO If so, specify:  CCC  CSI  Other: \_\_\_\_\_

**EVENT LOCATION** \*\* Indicates Multi-Media Room (See back for details)

- U-SU Theatre 106\*\*  Alhambra Room 305\*\*  Los Angeles Room 308A\*\*  Montebello Room 309
- Boardroom South 303A  Pasadena Room 307  Los Angeles Room 308B\*\*  El Monte Room 311
- Boardroom North 303B\*\*  Los Angeles Room 308ABC\*\*  Los Angeles Room 308C\*\*  San Gabriel Room 313\*\*
- Boardroom North & South 303\*\*  Los Angeles Room 308BC\*\*

Requesting 2 rooms

**PREFERRED ROOM SET UP**

- Theatre Style  Banquet Style  Reception Style  Discussion Circle
- Conference Style  Classroom Style

Expected Attendance  Setup Count: 50  
(For specialized setups, sponsors will need to meet with a coordinator for more details.)

**ADDITIONAL EQUIPMENT** - For additional details such as panels, food tables, information tables, easels, please provide more information below.

- Dry/Erase Markers  Riser Staging  Easel (up to 4) \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cocktail Tables \_\_\_\_\_

NOTES:

Requestor's Signature: [Signature] Date: 10/13/16  
Before you sign, please review your information at the front/back of this page to ensure accuracy.



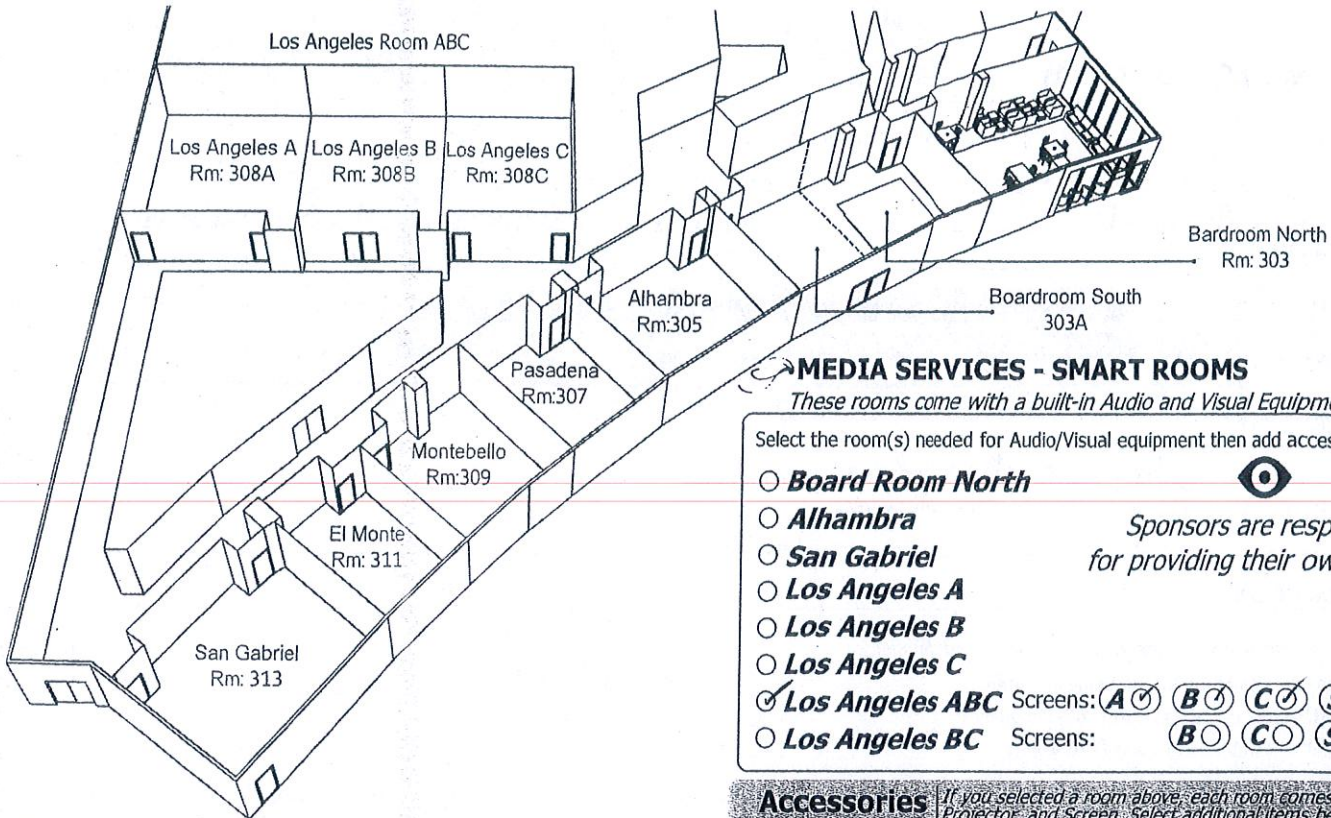
**Los Angeles Room Concert PA (For Bands Only)**

Wired Microphone \_\_\_ up to 7 available

i-pod Connection

DI Box (Direct Input Box) -1 available

-For Events with a band playing, please set-up a meeting with an AV/Building Services coordinator at the U-SU Front Desk 107.



Please use the space below for any additional information about your event.

No media - Alhambra stage room

**MEDIA SERVICES - SMART ROOMS**

These rooms come with a built-in Audio and Visual Equipment.

Select the room(s) needed for Audio/Visual equipment then add accessories below.

- Board Room North**
- Alhambra**
- San Gabriel**
- Los Angeles A**
- Los Angeles B**
- Los Angeles C**
- Los Angeles ABC** Screens:  A  B  C  Side C
- Los Angeles BC** Screens:  B  C  Side C

Sponsors are responsible for providing their own laptops.

**Accessories** If you selected a room above, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (For sound)
- Podium Microphone
- Wireless Microphone: Hand-held \_\_\_ up to 2
- Wireless Microphone: Lavalier (Clip-mic) \_\_\_ up to 2
- Music Playback:  iPod  CD
- DVD/VHS Presentation:  DVD  VHS
- Laser Pointer/Power Point Clicker
- Laptop VGA Adaptors:  MAC  HDMI  SURFACE

**MEDIA SERVICES - SMALL ROOMS**

These rooms **DO NOT** come with a built-in Audio and Visual System. Please select Room and individual items as needed for the event.

- Board Room South**
- Pasadena**
- Montebello**
- El Monte**

- DLP Projector
- Non-Amplified Podium
- Portable Speakers
- Laser Pointer/Power Point Clicker
- Laser Pointer/Power Point Clicker
- Laptop VGA Adaptors:  MAC  HDMI  SURFACE

NOTE: To Reserve the Theater, once the Request Form has been submitted a meeting must be setup with the Media Services Technical Coordinator.

**MEDIA SERVICES THEATER - U-SU THEATER PACKAGES**

- Basic Sound - CD/Mp3 player with 1 Wireless Mic  Add Podium
- Full Sound - CD/Mp3 player Wireless Mic's \_\_\_ up to 5 available DI Box \_\_\_ up to 2 Wired Mic's \_\_\_ up to 5 available
- HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player  Add 2 Wireless Mics  Add Computer/Sound Connection
- Presentation - Projector, Computer/Sound connection, Podium  Add 3 Wireless Mics  Add Blu-Ray or DVD/VHS Player
- Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics  Add Projector w/ computer sound connection
- Basic Stage Lighting - Stage Wash
- Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash  Follow spot (Requires Tech@ hourly rate)
- Laptop VGA Adaptors:  MAC  HDMI  Surface



# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted on websites until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Pre-Law Society PHONE: (310) 991-8824 DATE: 10/13/16  
 EVENT CONTACT NAME: Javier Martinez EMAIL: vp.prelawsociety.csula@gmail.com  
 NAME OF EVENT: Pre-Law Society's 6th Annual Law Fair LOCATION: USU LA Room / Courtyard  
 EVENT DATE: 4/13/17 BEGIN TIME: 12 Noon END TIME: 6:00PM ESTIMATED ATTENDANCE: 200+

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- FUNDRAISER     EDUCATIONAL PROGRAM     SPIRITUAL PROGRAM     RECREATIONAL PROGRAM  
 DANCE/PARTY     SOCIAL PROGRAM     COMMUNITY SERVICE     CONFERENCE/CONVENTION  
 OTHER: \_\_\_\_\_

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- SPORTS ACTIVITY OR TOURNAMENT     FOREST CLEAN-UP     INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP     INDOOR/OUTDOOR COOKING     DOMESTIC TRAVEL  
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

We will have law schools from all over the state, and some out of state, come to our campus and inform students about their programs.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS     CAL STATE L.A. COMMUNITY     OTHER COLLEGES & UNIV.     GENERAL PUBLIC     GUEST LIST

Events intended for the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement.  NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?

If yes, please complete statement regarding cash transactions on the back of this form)  NO  YES, HOW MUCH? \_\_\_\_\_

WILL A MOVIE BE SHOWN?  NO  YES (if yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY?  NO  YES If yes, please explain \_\_\_\_\_

WILL FOOD BE SERVED AT THE EVENT?  NO  YES

IF YES, WHO WILL PROVIDE THE FOOD?  UNIVERSITY CATERING  OTHER: \_\_\_\_\_

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT?  NO  YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE?  NO  YES Initials \_\_\_\_\_

If so, please affirm organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?  NO  YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?  NO  YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.



## STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: Pre Law Society, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):

There will be no fundraiser, Accepting Donations from Law schools

PRESIDENT: Earlynn Narajos

SIGNATURE:

*Earlynn Narajos*

DATE:

10/12/16

TREASURER: ALYSSA POPPUS

SIGNATURE:

*Alyssa Poppus*

DATE:

10/12/16

## EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities.

- CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Judicial Affairs.
- ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.
- PUBLICITY:** All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.

STUDENT ORG. OFFICER'S NAME

Javier Martinez

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

*Javier Martinez*

DATE:

10/13/16

ADVISOR'S NAME

JONNA SCHUELE

*Jonna Schuele*

10/12/16

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

CSU VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT DIRECTOR

SIGNATURE

*JF*

DATE

10.13.16

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED

### NOTIFICATIONS:

PUBLIC AFFAIRS DATE

ATHLETICS DATE

DEPT. OF PUBLIC SAFETY DATE

FACILITIES USE COORDINATOR DATE

NOTES OR UPDATES



## Reservation Agreement

JM I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event. Name: Javier Martinez

JM I understand failure to come and sign the Reservation Confirmation after **2 business days** from notification, will result in an **automatic cancellation**.

JM I understand **ALL** event details must be finalized **NO** later than **2 business days** prior to the event date.

JM I understand if no update on reservation request is received **3 business days** after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

JM I understand I, or my event contact, will need to present an ID in order to check-in the day of the event.

JM I understand reservation must be cancelled **2 business days** prior to event date, or it will be considered a No-Show.

JM I understand that submitting requests less than 10 business days in advance does not guarantee my paperwork will be processed in time.

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CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 04/13/2017 Estimated Attendance: 200+

Name of Event: Pre-law Society's 6<sup>th</sup> Annual Law Fair

Type of Event: Law Fair Location: USU & USU Plaza

Sponsoring Organization: Pre-Law Society

Authorized Representative: Javier Martinez Phone: (310)999-8824 Fax: \_\_\_\_\_

Time:

Access Time: 8 a.m./p.m. to 8 a.m./p.m.

Event Time: 12 a.m./p.m. to 6 a.m./p.m.

Type of Food Service:

- Bake Sale
- Snacks
- Food Sale
- Catering
- Barbecue
- Potluck
- Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: \_\_\_\_\_

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. Panda Express: 5 E Main St Alhambra, CA 91801

chips (Doritos, Hot cheetos), Pepsi - pick up ~~from~~

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Jetro: 2300 E 68<sup>th</sup> St Long Beach, CA 90805; Panda Express: 5 E Main St Alhambra, CA 91801

List all beverages to be sold/served: Pepsi, Starbucks, water

Where will beverages be prepared or purchased? Starbucks: 5151 State University Dr, Los Angeles, CA 90032; Jetro: 2300 E 68<sup>th</sup> St Long Beach, CA 90805

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: coffee will be in a container and drinks will be in a cooler. Food will be kept in warmers

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance:** (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

1. Signature of Sponsoring Organization Chairperson

Jan D. M...

Authorized Representative to be present at event

Javier Martinez

3/8/17

2. Center for Student Involvement (UJ 204) (Student Organizations Only)

Date

3/6/17

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)

Date

3/6/17

4. Environmental Health & Safety (Corporate Yard Bldg. 244)

Permit No. 17-283

Date



## CSULA ASI Funding Attachment

### **Hospitality**

#### **Description**

Starbucks Travelers  
Panda Express  
Chips and Pepsi soda

### **Marketing**

Party city  
A-Express Copy Posters  
My Fiesta Supplies

Expense Report applies the Price and total for all of the listed items above.

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# EXPENSE REPORT

*For Office Use Only*

PURPOSE: Law Fair

STATEMENT NUMBER: 1

PAY PERIOD

FROM: 4/13/2017

TO: 4/13/2017

**EMPLOYEE INFORMATION:**

NAME: Pre-Law Society  
 DEPARTMENT: Political Science

POSITION: Law Fair Committee  
 MANAGER: Javier Martinez

SSN: \_\_\_\_\_  
 EMPLOYEE ID: 954415139

Date	Company	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total
4/13/2017	On campus Starbucks	3x Coffee Travelers at 15.95				\$47.85				\$47.85
4/13/2017	Panda Express	8 entres				\$185.00				\$185.00
4/13/2017		Refreshments: chips & Pepsi soda				\$100.00				\$100.00
4/13/2017	Party City	Balloons				\$80.91				\$80.91
4/13/2017	A-Express Copy	Posters 100 at 1.25				\$125.00				\$125.00
4/13/2017	My Fiesta Supplies	Helium Tank				\$200.00				\$200.00
4/13/2017	My Fiesta Supplies	3 balloon Arches at 260				\$780.00				\$780.00
						\$0.00				\$0.00
						\$0.00				\$0.00
						\$0.00				\$0.00
						\$0.00				\$0.00
						\$0.00				\$0.00
						\$0.00				\$0.00
<b>Total</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$1,518.76
						\$0.00	\$0.00	\$0.00	\$0.00	\$1,518.76
						\$0.00	\$0.00	\$0.00	\$0.00	\$1,518.76
						\$0.00	\$0.00	\$0.00	\$0.00	\$1,518.76

APPROVED: \_\_\_\_\_

NOTES: \_\_\_\_\_

ADVANCES

TOTAL **\$1,518.76**



No Food Permit

TRAN CANCEL

STORE:80280 REG:001 TRAN#:2151  
CASHIER:EDUARDO G

Traveler		
049494466718	T	
(1 @ 15.95)		15.95
Traveler		
049494466718	T	
(1 @ 15.95)		15.95
Traveler		
049494466718	T	
(1 @ 15.95)		15.95
CakePop2		
049494631888	T	
(30 @ 3.50)		105.00
Subtotal		152.85
T1 Sales Tax (08.750%)		13.37
TOTAL		166.22

\*\*SALE CANCELLED\*\*

Cashier Signature

Manager Signature

V276.04 02/20/2017 05:31PM

STORE COPY





4

HOME

SIGN OUT

MY ACCOUNT

VIEW CART

LOCATION TIME ORDER PAYMENT

# CHECK OUT

## Order Details

### Review Order

ORDERED FOR	ITEM	PRICE	QTY	TOTAL REMOVE
Anita Arias	26-30 People	\$185.00	1	\$185.00
	Chow Mein			
	White Fried Rice			
	Orange Chicken			
	Broccoli Beef			
	Grilled Teriyaki Chicken			
	Eggplant Tofu			

**Pick-Up Location:**  
 5 E. Main St.  
 Alhambra, CA 91801  
 6269439577

**Pick-Up Time:**  
 12:00 PM on 04/04/2017

TOTAL ITEMS 1

**Promo Code**

**Order Instructions**

SUB-TOTAL \$185.00

TAX \$16.19

TOTAL \$201.19

\* In store promotions, coupons, and discounts do not apply. Tax exempt organizations are not supported online at this time.



**FREE SHIPPING**

ON ORDERS \$35+

Code: FREESHIP35 [DETAILS](#)

[PARTY SUPPLIES](#)

[BIRTHDAY PARTY SUPPLIES](#)

[HALLOWEEN COSTUMES](#)

[COSTUME ACCESSORIES](#)

[PARTY IDEAS](#)

[Tableware & Serving](#)

[Theme Parties](#)

[Holiday Parties](#)

[Party Favors](#)

[Toys & Games](#)

[Candy](#)

[Baking](#)

[Balloons](#)

[Weddings](#)

[Baby Showers](#)

[Custom Invites & Banners](#)

## Checkout

SIGN IN

### RETURNING CUSTOMER

Email Address

Password

[Forgot your password?](#)

**SIGN IN**

### GUEST CHECKOUT

Checkout quickly as a guest. You'll have the option to create an account after your purchase.

**GUEST CHECKOUT**

SHOPPING BASKET (9 items) [Edit](#)



**Gold Pearl Balloons 72ct**  
12in Latex Balloons  
Save 10% off balloons with purchase of a helium tank  
Quantity: 3  
Price: \$8.99



**White Pearl Balloons 72ct**  
12in Latex Balloons  
Save 10% off balloons with purchase of a helium tank  
Quantity: 3  
Price: \$8.99



**Black Pearl Balloons 72ct**  
12in Latex Balloons  
Save 10% off balloons with purchase of a helium tank  
Quantity: 3  
Price: \$8.99

[SHIPPING & GIFT OPTIONS](#)

[BILLING & PAYMENT](#)

### SUMMARY OF CHARGES

<b>Merchandise Subtotal</b>	<b>\$80.91</b>
<a href="#">Estimated Tax</a>	\$0.00
<a href="#">Estimated Shipping</a>	\$7.99
<b>Estimated Total</b>	<b>\$88.90</b>

Promo Code

Only one promo code per order

**APPLY**



powered by Symantec  
ABOUT SSL CERTIFICATES

**WHY SHOP PartyCity**

### EASY RETURNS

Online or at Over 850 Stores  
[SEE DETAILS](#)

### 850+ STORES NATIONWIDE

[FIND NEAREST STORE](#)

### SAME DAY SHIPPING

Orders placed by 3pm EST, Mon-Fri  
[SEE DETAILS](#)

## Join the Party!

Sign up for emails to get tips, new products and specials from Party City.



### Customer Favorites

- Kids & Adult Halloween Costumes
- Sexy Halloween Costumes
- Funny Halloween Costumes
- Superhero Halloween Costumes
- Batman Costumes

### Company

- About Party City
- Investor Relations
- Careers
- Partners & Promotions
- Party City Coupons
- Local Ad

### Help


- Contact Us
- Customer Service
- Shipping & Delivery
- Order Tracking
- Estimate Delivery
- Return Policy



Your Email Address

Confirm Your Email

**PARTY WITH US 24/7 ON:**



Zombie Costumes

Privacy & Security  
Proprietary Rights  
PartyCity.ca

Accessibility



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# A-EXPRESS COPY

531-A North Hollywood Way, Burbank, CA 91505  
 Tel: 818.566.8542 Fax: 818.566.8548

To: Earlynn Varajar 7906  
 Address: \_\_\_\_\_  
 Tel: 818-859-3796 Date: 3-5-17

QTY	DESCRIPTION	PRICE	AMOUNT
100	11x17 printer card stock	1.25	125.00
3	16x20 poster printer	16.00	33.00
	Thank You		
Method of Payment:		SUB TOTAL	157.00
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	TAX	14.13
<input type="checkbox"/> C.C.	DEPOSIT: _____	TOTAL DUE	171.13
Signature: _____			



# MY FIESTA SUPPLIES

State of California Small Business  
Certification Number # 1799248

Quote

1305 CRYSTAL STREET  
LOS ANGELES, CA 90031

323-221-3755  
323-217-4035  
myfiestasupplies@sbcglobal.net  
www.myfiestasupplies.com

Invoice No: 3016  
Date: 3/1/2017  
Terms: Net 30

Order No:

**Bill To:**  
California State University, Los Angeles  
Pre-Law Society RM 201D  
5154 State University Drive  
Los Angeles, CA 90032-8521

**Ship To:**  
CSULA Pree-Law Society  
PH: 310-701-1150

---

Ship Date                      Set-up Time                      <DeliveryTime>  
3/1/2017

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## Color Scheme

## Theme 'Note

Code	Description	Qty/Hours	Rate	Amount
	35' Balloon Arch (Frame style)	3.00	\$260.00	\$780.00
	Helium Tank w/ Valve w/ cart no extra charge fro valve & cart	1.00	\$200.00	\$200.00

\* Indicates non-taxable item

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Subtotal	\$980.00
Tax (8.75%)	\$85.75
Shipping	\$25.00
Total	\$1,090.75
Deposit	\$0.00
Balance Due	\$1,090.75



Please Join Cal State LA Pre-Law Society,

# 6th Annual Law Fair

April 13, 2017



SCHOOL OF LAW

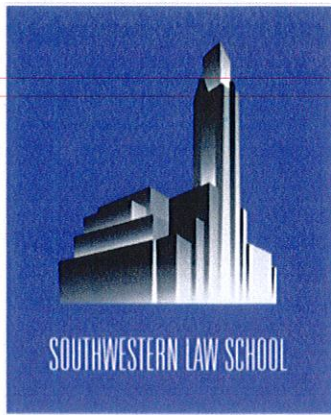
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