

FUNDING REQUEST FORM

2019-2020

PART 1 - NOTICE & CHECKLIST**IMPORTANT**

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. 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.

☐ EVENT FLYER WITH ASI LOGO☐ CSI EVENT REGISTRATION FORM☐ ESTIMATES/FOOD PERMITS☐ EVENT ESTIMATES / INVOICES**PART 2 - CONTACT & ORGANIZATION**

OFFICE

TITLE:

ADDRESS

CITY:

PHONE

SIGNATURE: 

CLUB/ORG: Chemistry and Biochemistry Club

EVENT TITLE: National Chemistry Week Demonstrations

DATE(S) OF EVENT: October 24, 2019 SEMESTER: FALL

EVENT LOCATION: Ferguson Courtyard

EXPECTED ATTENDANCE: 50

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTIONIS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

To publicize chemistry, our main event of the week involves tabling and performing demonstrations for Cal State LA students and local elementary students.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event aims to expose Cal State LA students to the wonders of chemistry by performing small experiments and offering information about careers/research in chemistry.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Experiment Materials - Amazon	89.10			
	Experiment Materials - Ralphs	103.11			
	ACS Chemistry Promotional Materials	82.14			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	Event Flyers - Staples	15.33		Balloon Arch	312.08
	Handouts on Careers / CVs / Resumes	50.37		Tables - CSULA Facilities Services	75.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 727.13

TOTAL REQUESTED FROM ASI 727.13

AMOUNT FROM OTHER SOURCES 0.00

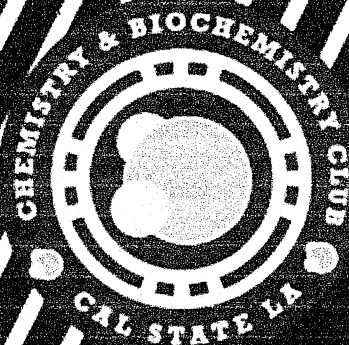
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

AM

TIME STAMP: 19 OCT 11 AM 3:34:35



CHEMISTRY & BIOCHEMISTRY CLUB

MARVELOUS METALS

NATIONAL CHEMISTRY WEEK 2019

MONDAY 10/21

OPENING CEREMONY - LKH LOBBY, 12:30-2PM

TUESDAY 10/22

DEPT. SEMINAR PRESENTED BY JOEY LOPEZ - 12PM

WEDNESDAY 10/23

LAB COAT TIE-DYE - FA 321, 6PM

THURSDAY 10/24

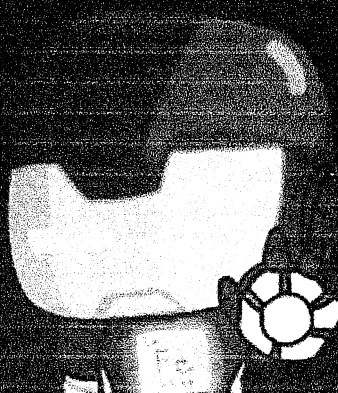
EXPERIMENT DEMONSTRATIONS AND
CAREER INFO ON THE MAIN WALKWAY

FRIDAY 10/25

SEMINAR- SH 184, 2-3:30PM

PRESENTED BY PROFESSOR ZHANG FROM THE DEPT OF
PHARMACOLOGY AND PHARMACEUTICAL SCIENCES AT USC
CLOSING CEREMONY - LKH LOBBY, 3:30-5PM

**OCTOBER
21-25**



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

(/)



Organizations (/organizations)

Events (/events)

Forms (/forms)



Event Registration

EXPORT EDIT

APPROVALS REVISIONS

National Chemistry Week 2019 Demonstrations and Career Info

Revised By: [REDACTED] on 10/8/2019 3:26:29 PM - Version 2

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Host Organization Name

What Organization/Department is hosting the event?

Chemistry and Biochemistry Club

Student Organization

Approval

Ordered

1 [REDACTED] approved

Approved on 10-07 5:01 PM

2 Campus Administrator Approved

Approved on 10-08 3:26 PM

Estimated Attendance

Event Name

50

National Chemistry Week 2019 Demonstrations and Career Info

About the event

Please describe what this event is about and include all intended activities that will take place.

National Chemistry Week is an event publicized by the American Chemical Society (ACS), the central national organization for all chemists and biochemists. Held on the week containing "Mole Day" (10/23, chosen for Avogadro's number 6.023×10^{23}), the events of the week aim to promote public awareness about chemistry. Our club board hopes to use the week to interest Cal State LA students in chemistry and biochemistry by hosting social events and providing information about chemistry subfields and careers. The theme of 2019 National Chemistry Week is "Marvellous Metals."

As National Chemistry Week primarily aims to publicize chemistry, our main event of the week involves tabling and performing demonstrations for students of the Cal State LA community. This event aims to expose Cal State LA students to all the wonderful and interesting aspects of chemistry by setting up tables to perform small experiments and to offer information on chemistry subfields and careers.

Time & Location

Start Date/Time

10/24/2019 - 10:00 AM

End Date/Time

10/24/2019 - 2:00 PM

Where will the event take place?

On campus

On Campus Locations

Other (describe in address/location field)

Specific Address/Location Information

Include on campus room/site information or off campus address. Note: submitting this Event Registration form will not confirm your event space.

Ferguson Courtyard (Annenberg Science Complex)

(/)



Organizations (/organizations)

Events (/events)

Forms (/forms)

**Student Organization Officer and Advisor Contact Information**

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.

[Redacted]

Officer Contact Phone Number

[Redacted]

Contact Email

Provide the officer's email address.

[Redacted]

Organization Advisor Name

[Redacted]

Organization Advisor Phone Number

[Redacted]

Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[Redacted]

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

Printed posters/fliers

Email

Website

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.

National Chemistry Week 2019 Flyer.pdf

Who is invited to this event?

Student organization members

Cal State LA Community

Website URL for marketing

Requires http:// or https://

<http://www.calstatela.edu/orgs/chemistryandbiocchemistry>

Will off-campus media be notified about this event?

No

(:/)
≡

Organizations (./organizations) Events (./events) Forms (./forms)



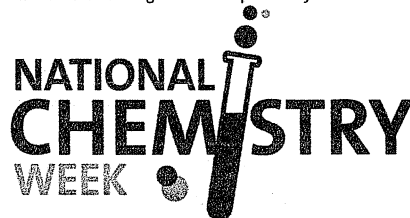
Tags

COMMUNITY BUILDING

EDUCATIONAL SOCIAL

Cover Image

Please select an image that corresponds to your event.



Event Details

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.

Informational Tabling/ No Food

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not Applicable

Will the event have security?

No

Will food be served at the event?

No

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit:

<https://asicalstatela.org/services/clubs-and-organizations-funding>

(https://asicalstatela.org/services/clubs-and-organizations-funding). For any other questions contact the Vice President for Finance by calling 323-343-4778.

Will a movie be shown at this event?

No

Will alcohol be served at this event?

(./)

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Will the event be held in a restaurant/venue where alcohol is served, but will not be a part of your event?

[Organizations \(./organizations\)](#)
[Events \(./events\)](#)
[Forms \(./forms\)](#)


If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

Signature Pad Field

(https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/ebffbb89-b3d5-436f-974b-e98034f57cf0.png?sv=2018-03-28&sr=b&sig=p7pp8gWntOuXl3rnurr0lfMlj%2B8gBWZlgVvJDOPtPM%3D&st=2019-10-10T05%3A52%3A37Z&se=2019-10-10T06%3A07%3A37Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3D41b9dde7-305b-4c80-86e3-96adae68416b_2019-10-07T23.54.34.7600.png)

Event Guidelines & Resources

Student Organization Event Guidellines

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. More information can be found online in the Student Organization Handbook.

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

Student Organization Event Resources

Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit (<http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/temporaryfood>)
- Request to Serve Alcoholic Beverages Form (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.pdf)

(/)



Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages

(<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance%20P019.pdf>), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance%20P019_app8_1.pdf) in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook. (<http://www.calstatela.edu/student-services/events-food-alcohol-and-campus-venues-alcohol>)

Publicity: All publicity material must comply with University Administrative Procedures AP P003

(<http://www.calstatela.edu/sites/default/files/users/u64231/p003.pdf>) and AP P007

(<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance%20P007.pdf>) All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

University Student Union Event Space Forms

Organizations (/organizations) The following forms must be used to complete

your event space requests. For more information refer to the University-Student Union Operations (<https://www.calstatelausu.org/Applications.php>).

- External Table Request Form (<https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Information Table Request Form (<https://www.calstatelausu.org/usuforms/u-su/operations/fa2018/Information%20Tabling%20Request%20Form.pdf>)
- Meeting Request Form (<http://https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf>)
- Outdoor Event Request Form (https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Outdoor_Space_Request_Formv2.pdf)

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities (<http://www.calstatela.edu/usefacilities>).

- External Space Request Form (<https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Filming Request Application (<http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20Public%20Affairs/Filming%20Request%20Form.pdf>)

Events (/events)

Forms (/forms)



Quotes for ASI Funding Request: National Chemistry Week 2019

Demonstrations & Career Info Tabling

24 October 2019

Chemistry and Biochemistry Club

Amazon.com, acs.org

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Paper cups, 200 count	1	\$10.99	\$12.03
Neodymium Magnets 10 count	1	\$11.98	\$13.12
Bright white cardstock, 75 sheets	1	\$4.99	\$5.46
Zinc Washers 100 count	1	\$5.75	\$6.30
Copper washers 100 count	1	\$13.75	\$15.06
LED lights, 100 count	1	\$5.95	\$6.52
Wine Tannin, 1 lb	1	\$16.64	\$18.22
Ferrous sulfate FeSO_4	1	\$8.99	\$9.84
Rubbing Alcohol, 16 oz	1	\$2.33	\$2.55
ACS National Chemistry Week Volunteer Pins, 20	1	\$13.00	\$14.24
ACS National Chemistry Week Banner	1	\$40.00	\$43.80
Periodic Table Wallet Cards	1	\$7.00	\$7.67
ACS National Chemistry Week Pamphlets	1	\$15.00	\$16.43
SUM			\$171.24

ults



TashiBox 4 oz paper cups, 200 count (4 oz)

by TashiBox

☆☆☆☆☆ ~ 25 customer reviews
| 6 answered questions

Price: **\$10.99** FREE Shipping on orders over \$25.00
shipped by Amazon or get **Fast, Free Shipping**
with Amazon Prime & FREE Returns

Size: **4 oz**

- 4 oz disposable paper cups. Great for Coffee, Tea, Hot Chocolate, Juice, Water.
- Multiple uses, pack of 200 cups, ideal pack size for family, office, restaurant, to go and party uses.
- Premium quality, made of premium food grade paper, holds hot beverage up to 203F (95C).
- BPA free, Made of premium food grade paper, Comfortable, sturdy, non-slip feel. The rolled rim is for rigidity and strength to prevent unwanted spills.
- Whether you chose a hot drink or cold beverage this white disposable cup makes your life simple. Simply throw away when finished with your drink.

by Applied Magnets

Applied Magnets Neodymium Rare Earth Magnet 1.26 x 1/8" Disc Magnet 10pc Set With Red Dot on North Pole

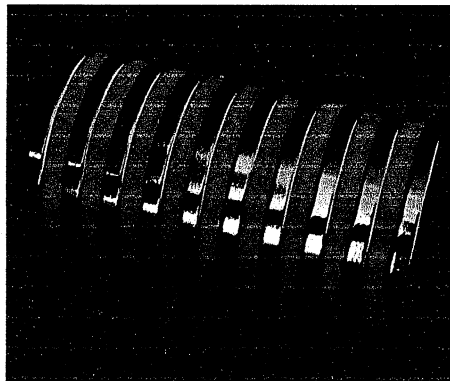
☆☆☆☆☆ ~ 549 customer reviews | 72 answered questions

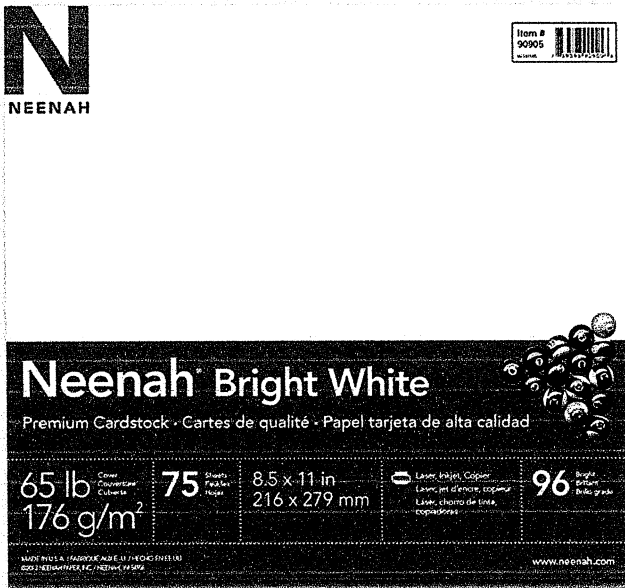
Price: **\$11.98** FREE Shipping on orders over \$25.00 shipped by Amazon or get **Fast, Free Shipping** with Amazon Prime

New (1) from \$11.98 & FREE Shipping on orders over \$25.00

Specifications for this item

Part Number	FBA_1.26x.125-10
Brand Name	Applied Magnets
Model Number	1.26x0.125





Neenah Bright White Cardstock, 8.5"x11", 65lb/176 gsm, Bright White, 75 Sheets (90905)

by Neenah

☆☆☆☆☆ ~ 511 customer reviews

| 57 answered questions

Amazon's Choice for "cardstock paper 8 5 x 11 white"

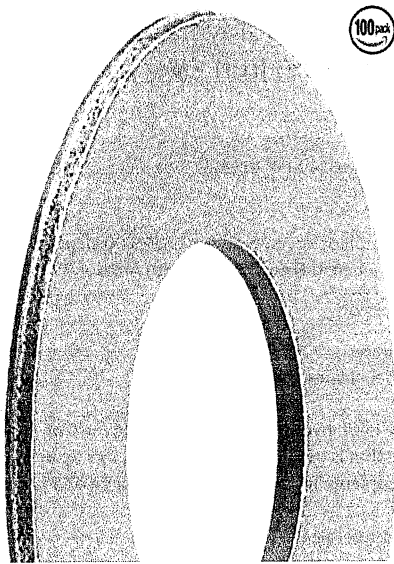
Price: **\$4.99** FREE Shipping on orders over \$25.00 shipped by Amazon or get **Fast, Free Shipping** with Amazon Prime & FREE Returns

In Stock.

Want it Tuesday, Oct. 8? Order within 4 hrs 34 mins and choose **Two-Day Shipping** at checkout. Details Ships from and sold by Amazon.com.

Size: **75 Sheet**

75 Sheet 300 Sheets



Snug Fastener 100 Qty #8 Zinc Plated SAE Flat Washers (SNG413)

by Snug Fastener

☆☆☆☆☆ ~ 11 customer reviews

Price: **\$5.75** FREE Shipping on orders over \$25.00 shipped by Amazon or get **Fast, Free Shipping** with Amazon Prime & FREE Returns

- Package of 100 premium washers
- Inside Diameter 3/16"
- Outside Diameter 7/16"
- Thickness .039"
- Zinc plated for corrosion resistance
- › See more product details

by Small Parts

Copper Flat Washer, Plain Finish, 5/16" Screw Size, 0.34" ID, 3/4" OD, 0.065" Thick (Pack of 25)

☆☆☆☆☆ ~ 2 customer reviews

Was: **\$14.47**

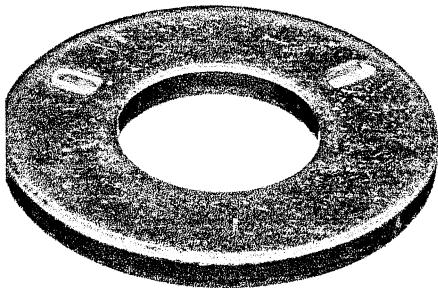
Price: **\$13.75** (\$0.55 / Flat Washers) FREE Shipping on orders over \$25.00 shipped by Amazon or get **Fast, Free Shipping** with Amazon Prime

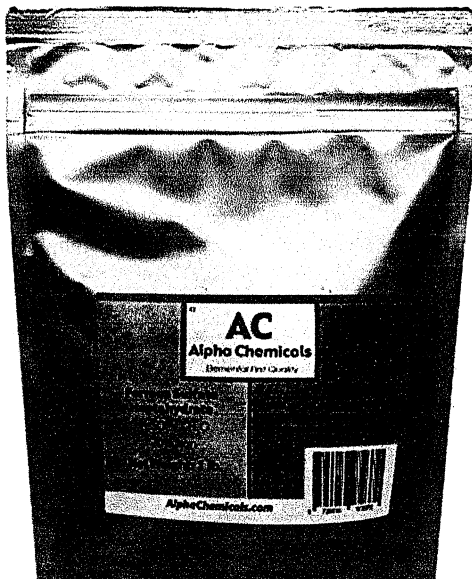
You Save: **\$0.72** (5%)

New (1) from **\$13.75** & FREE Shipping on orders over \$25.00

Specifications for this item

Part Number **B0090JUK3U**





by LD Carlson

LD Carlson RKTCH-PN-29582422 Wine Model: (Home and Kitchen)

☆☆☆☆☆ ~ 1 customer review

Price: \$16.64 FREE Shipping on orders over \$25.00 shipped
Shipping with Amazon Prime

New (2) from \$16.64 & FREE Shipping on orders over \$25.00

Specifications for this item

Part Number	RKTCH-PN-29582422
Number of Items	1
Lower Temperature Rating	1 degrees_celsius

Ferrous Sulfate Heptahydrate - $\text{FeSO}_4 \cdot 7\text{H}_2\text{O}$ - 20% Iron - Very Soluble - 1 Pound

by Alpha Chemicals

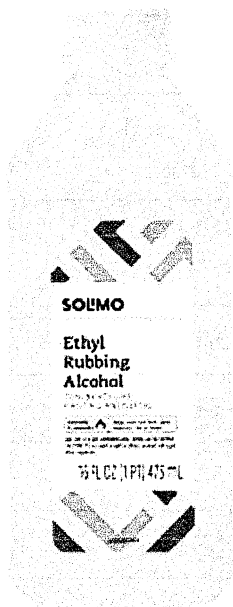
☆☆☆☆☆ ~ 40 customer reviews
| 16 answered questions

Price: \$8.99 FREE Shipping on orders over \$25.00 shipped by
Amazon or get **Fast, Free Shipping** with Amazon Prime

Color: **Original version**

- Animal Feed Grade
 - Very Soluble Hepahydrate form
 - 20% Iron
 - Ferrous sulfate heptahydrate is the very soluble form of ferrous sulfate that is used in water treatment, most control, animal feed supplements, along with a wide range of other uses.
- › See more product details

Compare with similar items



Amazon Brand - Solimo 70% Ethyl Rubbing Alcohol First Aid Antiseptic, 16 Fluid Ounces

by Solimo

☆☆☆☆☆ 70 customer reviews

Amazon's Choice for "rubbing alcohol 70"

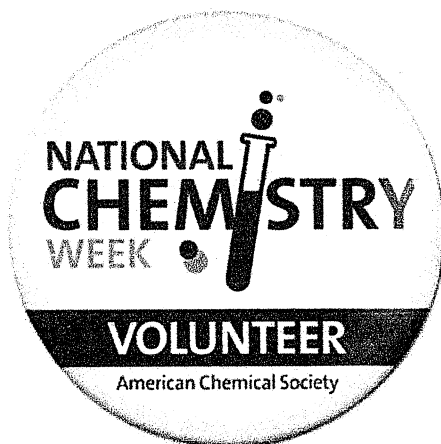
Price: **\$2.33** (\$0.01 / Fl Oz) FREE Shipping on orders over \$25.00 shipped by Amazon or get **Fast, Free Shipping** with Amazon Prime

Size: **1 pack**

1 pack
\$2.33 (\$0.01 / Fl Oz)

12 pack
\$21.49 (\$0.11 / Fl Oz)

- One 16-fluid ounce bottle of Solimo 70% Ethyl Rubbing Alcohol First Aid Antiseptic
- Contains 70% ethyl alcohol
- For treatment of minor cuts, scrapes and burns
- For external use only
- Satisfaction Guarantee: We're proud of our products. If you aren't satisfied, we'll refund you for any reason within a year of purchase 1-877-485-0385



NCW Volunteer Buttons (20/PK)

Price: \$13.00

Members Pay: \$11.50

In Stock

Quantity:

Add to Cart

NCW Banner

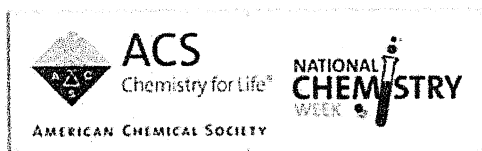
Price: \$40.00

Members Pay: \$36.00

In Stock

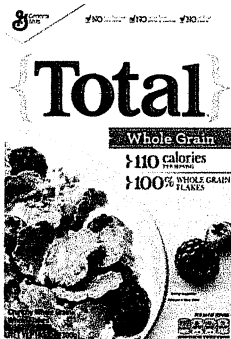
Quantity:

Add to Cart



Ralph's - 7221 Woodman Ave, Van Nuys, CA 91405

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Total Breakfast Cereal 10.6 oz	3	\$4.29	\$14.09
Ziploc Sandwich Bags	3	\$5.29	\$17.38
Reynolds Aluminum Foil	3	\$4.49	\$14.75
Assorted Chocolate Candy	2	\$13.99	\$30.64
Assorted Gummy Candy	3	\$7.99	\$26.25
SUM			\$103.11



Total Whole Grain Cereal

10.6 oz UPC: 0001600027522

\$4.29

[Sign In to Add](#)

Located in Aisle 3



Ziploc Sandwich Bags

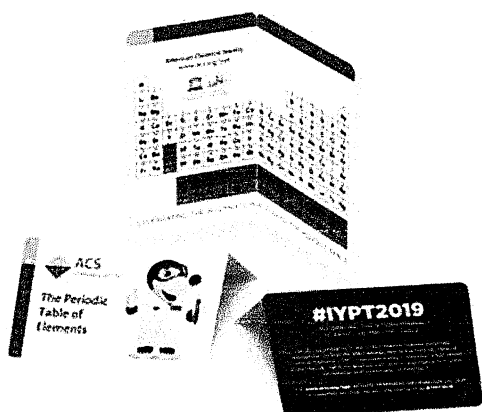
90 ct UPC: 0002570071147

\$5.29

[Sign In to Add](#)

Located in Aisle 9

Hover to Zoom



2019 International Year of the Periodic Table (IYPT) Wallet Cards (50/PK)

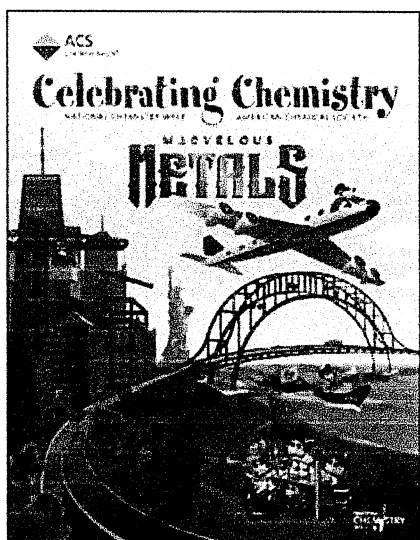
Price: \$7.00

Members Pay: \$6.30

In Stock

Quantity:

Add to Cart



2019 NCW Celebrating Chemistry in English – "Marvelous Metals" (250/BX)

Price: \$15.00

Members Pay: \$13.50

In Stock

Quantity:

Add to Cart

Reynolds Wrap Aluminum Foil

25 yd x 12 in UPC: 0001090000015

\$3.99 ~~\$4.49~~



Sign In to Add

📍 Located in Aisle 9

Mars Chocolate Fall Harvest Minis Size Candy Bars Variety Mix Bag

168 ct UPC: 0004000033466

\$9.99 ~~\$13.99~~



Sign In to Add

📍 Located in Health, Beauty, and Cosmetics

Sour Patch Kids & Swedish Fish Halloween Candy Variety

26.46 oz. UPC: 0007046243119

\$5.49 ~~\$7.99~~



Sign In to Add

📍 Located in Health, Beauty, and Cosmetics

Staples Printing - 12807 Sherman Way, North Hollywood, CA 91605

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
B & W Printing of "Careers in Chemistry" and "Writing a Strong Resume/CV" flyers	100 + 100	\$0.23	\$50.37
Event Flyer, B & W	100	\$0.14	\$15.33
SUM			\$65.70

Products

CBC Flyer
Item Name: Black and White

Quantity

100

Remove

Unit Price

\$0.23

Total

\$23.00

Total:

\$60.00

The total above does not include applicable taxes and shipping charges.

CBC Event Flyer
Item Name: Black and White

100

\$0.14

\$14.00

Remove

CBC Flyer 2
Item Name: Black and White

100

\$0.23

\$23.00

Remove

My Fiesta Supplies - 1305 Crystal Street, Los Angeles, Ca 90031

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Balloon Arch	1	\$285.00	\$312.08
SUM			\$312.08

MY FIESTA SUPPLIES

State of California Small Business
Certification Number # 2012500

Quote

1305 CRYSTAL STREET
LOS ANGELES, CA 90031

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

Invoice No: 4423
Date: 10/10/2019
Terms: Net 00

Order No:

Bill To:
California State University, Los Angeles
Department of Chemistry and Biochemistry
5154 State University Drive
Los Angeles, CA 90032-8521

Ship To:
323 841-5917.
<shippingaddress1>
<shippingaddress2>
<shippingaddress3>

Ship Date 10/24/2019
Delivery Time <DeliveryTime>

Color Scheme red, gray and black
Theme 'Note <Theme>

Code	Description	Qty/Hours	Rate	Amount
	35' Frame Balloon Arch	1.00	\$285.00	\$285.00
		0.00	\$0.00	\$0.00

CSULA Facilities Services

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Tables	1	\$75.00	\$82.13
SUM			\$82.13

Hi Cecilia,

Below is a rough estimate for Work Order #: FS-201804002.

Please kindly issue payment and make check payable to CSULA – Facilities Services. Please see work details for your reference below:

WO Number: FS-201804002 / **AMT DUE (APPROXIMATELY)**: \$75.00

Requestor: Cecilia Zurita-Lopez

Request: Ferguson Courtyard - Deliver and setup (10) tables.

Best regards,



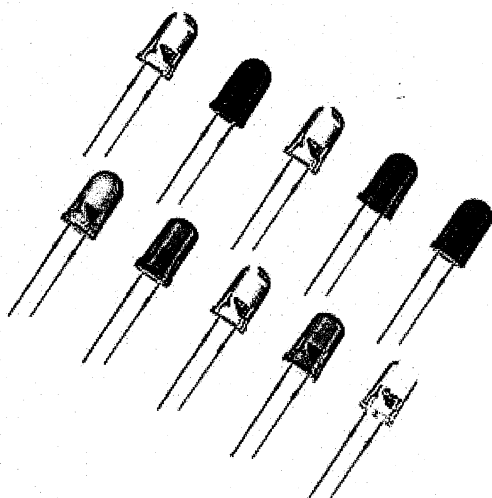
LIZBETH DE LIRA

Work Control Specialist

Facilities Services

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