

# STUDENT CLUB/ICC CHECK REQUEST

LOS MEDANOS COLLEGE

**PLEASE CHECK ONE:**

- Cash Advance (Receipt must be provided within 2 weeks of check pick up)
- Authorization for payment (Receipt(s) must be attached)

**NOTE:** All requests **MUST** include CLUB/ICC minutes approving the check request

<b>MAKE CHECK PAYABLE TO:</b> _____
<b>MAILING ADDRESS:</b> _____
<b>CITY:</b> _____ <b>ZIP CODE:</b> _____
<b>INVOICE #</b> _____ <b>If payee is a student list ID#</b> _____

**DELIVERY OPTIONS**

- MAIL CHECK TO PAYEE
- CHECK WILL BE PICKED UP AT THE LMC BUSINESS OFFICE ON \_\_\_\_\_

<b>CLUB ACCOUNT TO BE CHARGED:</b>	71-91-301051_____	-54300
<b>CLUB NAME:</b>	_____	<b>Amount: \$</b> _____
<b>Purpose of Request:</b>	_____	

<b>Club Officer Authorization</b>	_____	<b>Date</b>	_____
<b>Club Advisor Authorization</b>	<i>Lindsay Litowitz</i>	<b>Date</b>	_____
<b>Director / Student Life Coordinator</b>	<i>Lindsay Litowitz</i>	<b>Date</b>	_____
<b>Student Life Director OR Dean of Student Success</b>	_____	<b>Date</b>	_____

**BUSINESS OFFICE USE ONLY**

**Check Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Processed By:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Date** \_\_\_\_\_



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**Invoice 52569**

**Date: 01/26/26**

**AP**  
**Los Medanos College**  
**2700 East Leland Road**  
**Pittsburg CA 94565**

SHIP TO:  
< Same as Bill To >

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
1798	Lindsay Litowitz Souza	925-473-7553			Dustin	Pittsburg
Quantity	Description				Unit Price	Price
8	24 x 36 Posters / Color / Mustang				12.0000/Ea	96.00
Received by _____ Date _____						
Terms	Subtotal	Shipping	Postage	Tax	Total	Paid
Net 30 Days	96.00	0.00	0.00	8.88	104.88	0.00
						BALANCE
						<b>104.88</b>

**Pay from this invoice**

Los Medanos College Inter-Club Council (ICC)

Agenda

Date: 2/4/26 Time: 2:30 PM – 3:30 PM

ICC Meeting Zoom Phone Number: Meeting ID:

ICC Chair: Julio Fernandez ICC Secretary and Minute Taker: Advisor: Lindsay Litowitz

Item	Topic/Activity	Lead	
1	<b>Call Meeting to Order</b>	J. Fernandez	
2	<b>Attendance &amp; Icebreaker</b>	J. Fernandez	
3	<b>Advisor Updates</b>	L. Litowitz	<ul style="list-style-type: none"> <li>• Clubs must charter every semester, NEW form</li> <li>• \$700 ICC funds for club events – no longer matching!!</li> <li>• New guide coming soon!</li> <li>• Visit or email me anytime</li> </ul>
4	<b>Budget Updates</b>	L. Litowitz	<p><b>ICC Account: \$14,940.32</b></p> <ul style="list-style-type: none"> <li>• \$700 each for club events                             <ul style="list-style-type: none"> <li>○ Submit ICC Fund Request form by Monday at 9AM with budget &amp; event description</li> <li>○ Present at ICC meeting &amp; answer questions</li> </ul> </li> </ul>
5	<b>Club Rush</b>	L. Litowitz	<ul style="list-style-type: none"> <li>• Tuesday 2/10 from 11-1 in the outdoor quad</li> <li>• RSVP here -----&gt; </li> <li>• the Mustang (Lunar NY)                             <ul style="list-style-type: none"> <li>○ Decorate your club's table</li> </ul> </li> <li>• Budget: decide how much to spend &amp; on what                             <ul style="list-style-type: none"> <li>○ \$104.88 on Posters so far</li> <li>○ Activity? Discussed scavenger hunt, then decided not to proceed with it</li> <li>○ Decided to do charm bracelets, where each club gives a charm</li> <li>○ Refreshments? No – recruitment &amp; club fundraiser</li> </ul> </li> <li>• People power                             <ul style="list-style-type: none"> <li>○ Set up 2/10 from 10-11AM</li> <li>○ Clean up 2/10 from 1-2PM: Yamesha</li> </ul> </li> <li>• Clubs requested a display for clubs unable to attend</li> <li>• Clubs send Lindsay charm requests by Sunday at noon</li> <li>• Motion: spend up to \$1000 on Club rush giveaways and table decor by Harshmeet from ANIME Club                             <ul style="list-style-type: none"> <li>○ Second: Amisatu of BSU</li> <li>○ Vote: 11 – 0 – 0</li> </ul> </li> </ul>
6	<b>ICC Vibe</b>	J. Fernandez	<ul style="list-style-type: none"> <li>• Formal/informal? Discussion tabled until next meeting</li> <li>• More activities?</li> <li>• More officers?                             <ul style="list-style-type: none"> <li>○ Treasurer - Yamesha</li> <li>○ Secretary -</li> <li>○ Event Coordinator</li> </ul> </li> <li>• Shirts, retreats, campus events, funding for specific things?</li> </ul>
7	<b>Multicultural Festival</b>	L. Litowitz	<ul style="list-style-type: none"> <li>• Performances, activities &amp; cultural food “tastes”</li> </ul>

Los Medanos College Inter-Club Council (ICC)

	<p><b>3/18 from 5:30-8:30PM</b>                  SU Conference Center                  Open to the public</p>		<ul style="list-style-type: none"> <li>• Clubs invited to the planning meetings <b>Tuesday 3:30-4:40PM in SU231 weekly until the event</b></li> <li>• Clubs invited to sell beverages &amp;/or desserts as fundraiser at event – sign up</li> <li>• Would ICC like to allocate some funds to help pay for performers? Tabled to next meeting</li> </ul>
8	<b>Additional Items?</b>		



# YEAR OF THE MUSTANG CLUB RUSH

BECAUSE COLLEGE IS MORE FUN WHEN YOU'RE IN A CLUB



Tuesday February 10th  
11 am - 1 pm in the  
outdoor quad