**Name: Steven Peng**

**Group: Technology Committee**

Ie. Technology Committee, Legends, etc

**Date: 10/19/2020**

**Total Amount Requested: $21.05**

**Please list the items you request for funding in order of priority from most essential to least essential. Expenditures at the top should be those whose funding is most essential to the organization.**

**\*\*WHEN PROVIDING A PRICE ESTIMATE, PLEASE INCLUDE TAX AND SHIPPING TO HELP OVERESTIMATE THE COST\*\***

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| --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **PURPOSE** | **DATE YOU NEED THIS ITEM BY (LATEST)** | **QUANTITY** | **UNIT PRICE** | **TOTAL AMOUNT REQUESTED (PRICE x QUANTITY)** | **OVERESTIMATION NOTES (DID YOU CHOOSE A MORE EXPENSIVE PART/INCREASE SHIPPING? BY APPROX HOW MUCH?)** |
| **Toner** | **Toner refill so that we’re able to print things, such as inventorying labels** | **11/15** | **1** | **21.05** | **21.05** | **Tax included in price, free shipping since its Amazon** |
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**How does each requested expense support the mission of the organization? Please be specific and answer regarding *each line item*. (Every item needs to have a description for why you need it. At least 2 sentences per item.)**

The toner allows us to use the printers we have once again for printing out instructions, agendas, and inventorying labels. Without the toner, we would not be able to do any of the aforementioned tasks as we are currently out of toner.

**Please list below all links to invoices and price quotes. You may use photographs, scans, or screenshots instead if it conveys the price quotes better (ie. if the link is to more than one item/ the website is just an order form), but make sure to also include the link.**

<https://www.amazon.com/dp/B01LWLG44Z/>