

**SAN DIEGO MESA COLLEGE**  
**Student Affairs Office H-501**  
**(619) 388-2699/Fax (619) 388-2971**

**CHECKLIST FOR OBTAINING VENDING 5000**

**Requirements**

To be eligible for Vending 5000, a club must meet the following criteria:

- Be registered with the Student Affairs Office
- Actively operating as a club, e.g. holding regular meetings
- Have a schedule of meetings, meeting agendas and meeting minutes

**Steps for obtaining Vending 5000**

Vending 5000 will be released to clubs upon adequate proof of active attendance at the Inter Club Council (ICC) meetings.

\_\_\_\_\_ ICC Treasurer will divide the vending 5000 funds equally between the Clubs that have perfect the treasurer will process requisition for release of funds. A pink copy of the Requisition of funds will be placed in the club mailbox to confirm transfer of vending 5000 funds to the club's account.