



Associated Students of Berkeley City College (ASBCC)

2050 Center Street, Berkeley, CA 94704

**Budget Proposal & Authorization for Expenditure of ASBCC funds**

Name of Club/Organization: \_\_\_\_\_ Name of Event & Date: \_\_\_\_\_

**Budget Proposal (to be completed BEFORE event)**

**\*Event flyer MUST be attached detailed budget must be attached**

SECTION 1

Item	Description	Quantity	Unit Cost	Total Cost
<b>Total amount being requested:</b>				

**\*add additional sheet of budget breakdown if needed**

*\*Be specific about use of items especially if not food*

**Expenditures (to be completed AFTER event)**

Select if using **ASBCC funds** - please indicate in the Minutes the Item \_\_\_\_\_ Section \_\_\_\_\_ and Meeting date \_\_\_\_\_ where funding was approved *\*see minutes attached*

Select if using **Seed Money** *\*this would have been allocated to you upon being chartered*

This is the authorization to issue a check payment in the amount of \$ \_\_\_\_\_ to \_\_\_\_\_ in payment of the item(s) listed upon receipt of proper invoices below.

**E-mail of person payment is going to:** \_\_\_\_\_

SECTION 2

Item	Quantity	Unit Cost	Total Cost
<b>Total Amount to be Paid:</b>			

Approved By	Signatures	Date Signed
ASBCC Vice President (not needed if using seed money)		
Club Officer		
Club Advisor		