

ASBCC Financial Transaction Procedures

1) Reimbursements: You pay for the supplies upfront and then get reimbursed for it.

- a. Become a vendor in the Peralta system. Please fill out only the highlighted areas on this [page](#) and submit it to the Office of Student Activities & Campus Life.
- b. Go to the store/restaurant to get a price estimate for the items you wish to purchase.
- c. Fill out a [Budget Proposal & Authorization for Expenditure form](#) for ASBCC approval.
- d. You must submit the Budget Proposal & Authorization for Expenditure form to Tenzing Gendun, ASBCC Secretary at secretary.asbcc@gmail.com by 11:59 on the Saturday before the Thursday's ASBCC meeting you would like your agenda item to appear on.
- e. Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your request.
- f. Once ASBCC approves the funds, you are now authorized to purchase your items. **PLEASE KEEP YOUR RECEIPTS. IF YOU DO NOT HAVE YOUR RECEIPTS OR IF YOU LOSE IT, WE CANNOT REIMBURSE YOU. ONLY ORIGINAL COPIES ARE ACCEPTED. NO EXCEPTIONS.**
- g. Take a picture and copy of your receipts and then provide the receipt to the John Nguyen, Director of Student Activities & Campus Life.
- h. Request with receipts will be submitted and processed. It will take approximately 3 weeks to receive your reimbursements.

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- 2) **Vendors**: You get a quote from a vendor and Peralta will pay them directly.
- a. Check with John Nguyen, Director of Student Activities & Campus Life to see if the store/restaurant is in our system.
 - i. If not, have the store/restaurant fill out only page 2 and 11 of the [Vendor Form](#) and return it to John Nguyen.
 - b. Fill out a [Budget Proposal & Authorization for Expenditure form](#) for ASBCC approval.
 - c. You must submit the Budget Proposal & Authorization for Expenditure to Tenzing Gendun, ASBCC Secretary at secretary.asbcc@gmail.com by 11:59 on the Saturday before the Thursday's ASBCC meeting you would like your agenda item to appear on.
 - d. Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your budget.
 - e. Call the vendor and let them know that they will get paid.
 - f. Provide the quote to John Nguyen.

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- 3) Student Advance: You receive a check upfront to purchase your supplies and return the leftover funds.**
- a.** Become a vendor in the Peralta system. Please fill out only the highlighted areas on this [page](#) and submit it to the Office of Campus Life.
 - b.** Go to the store/restaurant to get a price estimate for the items you wish to purchase.
 - c.** Fill out a [Budget Proposal & Authorization for Expenditure form](#) for ASBCC approval.
 - d.** You must submit the Budget Proposal & Authorization for Expenditure form to Tenzing Gendun, ASBCC Secretary at secretary.asbcc@gmail.com by 11:59 on the Saturday before the Thursday's ASBCC meeting you would like your agenda item to appear on.
 - e.** Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your request.
 - f.** Once ASBCC approves the funds, speak with John Nguyen, Director of Student Activities & Campus Life for the check.
 - g.** Take a picture and copy of your receipts and then provide the receipts to the John Nguyen.
 - h.** Request with receipts will be submitted and processed.