



How to Submit a Budget Proposal





Types of Budget Proposals

1. Reimbursement

You pay for the supplies upfront and then get reimbursed for it as a vendor.



2. Vendor

You get a quote from a vendor and Peralta will pay them directly.





Reimbursements



1. Be a vendor in the Peralta system via [Vendor Form](#)
2. Go to the store/restaurant to get a price estimate for the items you wish to purchase.
3. Fill out a [Budget Proposal & Authorization for Expenditure form](#) for ASBCC approval.
4. You must submit the Budget Proposal & Authorization for Expenditure form to John Nguyen, the Associate Dean of Student Engagement & Basic Needs, by 10:00am on the Friday before the following Thursday's ASBCC meeting you would like your agenda item to appear.
5. Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your request.
6. 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.**
7. Send a picture of your receipts and the flyer of the event the items were purchased for to John Nguyen.
8. Request with receipts will be submitted and processed. It will take approximately 3 weeks to receive your reimbursements.



Vendors



1. Check with John Nguyen, Associate Dean of Student Engagement & Basic Needs, to see if the food vendor is in our system.
 - a. If not, have the store/restaurant fill out the Vendor Form and return it to John Nguyen.
 - b. In addition, have the store/restaurant fill out a W-9 Form with a wet signature, or have them complete the form without a signature and email it to John Nguyen to be reissued to the vendor as an Adobe signature.
2. If you are a student/staff applying to be a vendor, you must complete **BOTH** the Vendor Form and W-9 Form.
3. Fill out a Budget Proposal & Authorization for Expenditure form for ASBCC approval.
4. You must submit the Budget Proposal & Authorization for Expenditure form to John Nguyen, by 10:00am on Friday before the following Thursday's ASBCC meeting you would like your agenda item to appear.
5. Attend the ASBCC meeting on Thursday between 12:20 – 1:20pm to answer any questions from the ASBCC about your budget.
6. Call the vendor and let them know that they will get paid in approximately 3 weeks.
7. Provide the quote to John Nguyen.

Resources



Budget Proposal

<http://tinyurl.com/BCCBudgetProposal>

Peralta Vendor Registration

<https://www.peralta.edu/purchasing/vendor-registration/>

John Nguyen, Associate Dean of Student Engagement & Basic Needs

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