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 ASBCC Secretary: at [secretary.asbcc@gmail.com](mailto:secretary.asbcc@gmail.com) by 10:00am on the Friday 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.
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 ASBCC Secretary:
   at secretary.asbcc@gmail.com by 10:00am on the Friday 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.
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 ASBCC Secretary: at [secretary.asbcc@gmail.com](mailto:secretary.asbcc@gmail.com) by 10:00am on the Friday 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.