



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)

A quote from the vendor must be attached if not receiving a reimbursement.

Please type and send form to bcc-assecretary@peralta.edu AND amcgee@peralta.edu

☐ ~~Cash Advance~~ ☐ Reimbursements ☐ Vendor Payments

Item	Description	Quantity	Unit cost	Total cost
Total amount being requested:				

Add additional sheet of budget breakdown if needed

STUDENTS: DO NOT FILL OUT BELOW THIS LINE

Authorization for Expenditures (to be completed by the Office of Campus Life and Student Activities)

Check payable to: _____

☐ ~~Cash Advance~~ ☐ Reimbursements ☐ Vendor Payments

ASBCC Minutes: Item ____ Section ____

Total amount approved: \$ _____

Approved by	Signature	Date signed
ASBCC President		
ASBCC Vice President of Finance		
Assoc. Dean of Student Life		