**Associated Students of Berkeley City College (ASBCC)**

**20XX 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 cash advance or reimbursement.**

**Please type and send form to** **address@gmail.com** **AND** **address@.edu**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Cash Advance** | **Reimbursements** | **Vendor Payments** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Item** |  |  | **Description** |  | **Quantity** | **Unit cost** |  | **Total cost** |
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**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 Vice President** |  |  |
|  |  |  |
| **Director of Campus Life** |  |  |
|  |  |  |
| **College President Designee** |  |  |
|  |  |  |