



# FINANCE HANDBOOK

Student Clubs, Organizations, and ASO Funded Programs



Student Development Office  
Updated September 2022

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## Introduction

The Finance Handbook for student clubs, organizations, and ASO Funded Programs are the rules and regulations governing the Associated Student Organization and student club funds including the Associated Students Organization (ASO), Inter-Club Council (ICC), student clubs, and ASO Funded Programs. Policies and procedures listed in the handbook are crafted to comply with the Fiscal Crisis & Management Assistance Team (FCMAT) and El Camino College Board Policies, as well as local, state, and federal rules and regulations.

All Associated Students Organization, Inter-Club Council, student clubs, and ASO Funded Programs representatives must review this handbook regularly to keep up-to-date with all fiscal policies, procedures, rules, and regulations.

### Contacts

For any questions regarding the Finance Handbook, please contact the Student Development Office. The ASO and ICC Directors of Finance can be contacted in regards to finances regarding the two student organizations.



**Student Development Office**  
Email: [sdo@elcamino.edu](mailto:sdo@elcamino.edu)  
Phone: 310-660-3593 ext. 3500



**ASO Director of Finance**  
Email: [asofinance@elcamino.edu](mailto:asofinance@elcamino.edu)



**ICC Director of Finance**  
Email: [icc@elcamino.edu](mailto:icc@elcamino.edu)

### Resources

In addition to the Finance Handbook, please also refer to the documents below for reference:

[ASO Constitution and Bylaws](#)

[ICC Constitution and Bylaws](#)

[ECC Board and Administrative Policies](#)

[FCMAT ASB Accounting Manual, Fraud Prevention Guide, and Desk Reference](#)

### Updates and Modifications to the Handbook

The Student Development Office holds the rights to make any updates or modifications to this handbook in collaboration with the El Camino College Business Office, ASO, and ICC. Updates to the Finance Handbook will be communicated to all required to follow the rules and regulations in the Finance Handbook.

*The Student Equity Advisory Council (SEAC) must adhere to any rules and regulations set forth by the Student Equity and Achievement Program. Rules and regulations for SEAC can be found in the [ICC Constitution and Bylaws](#).*

## Accounts

There are 3 different kinds of fund accounts connected to student clubs, organizations, and ASO Funded Programs.

### Fund 71

ASO, ICC, and ASO Funded Programs all have one or several Fund 71 accounts that they are responsible for. Funds for this account come from revenue of the ASO Benefits Pass (Student Activities Fee).

### Fund 72

ASO oversees several Fund 72 accounts. Funds from this account come from revenue of the Student Representation Fee.

### Fund 81

All student clubs are assigned a Fund 81 account for their revenue and expenses.

## Setting the Fiscal Year Budget

### Associated Students Organization (ASO)

The ASO operating budget is set in the summer prior to the academic year. The ASO Finance Committee, consisting of ASO leaders, advisors, and business office staff crafts and approves a draft of the year's budget. The ASO Senate must approve the year's budget before any expenditures can occur. Further details of the ASO budget can be found in the [ASO Constitution and Bylaws](#).

### Inter-Club Council (ICC)

The ICC operating budget is crafted in the summer prior to the academic year. ICC cabinet members attend an ASO Finance Committee Meeting where they craft and approve a draft of the year's budget based on funding allocation from ASO. The ASO Senate must approve the year's budget before any expenditures can occur. Further details of the ASO budget can be found in the [ASO Constitution and Bylaws](#).

### ASO Funded Programs

The ASO Funded Programs receive an allocated budget from ASO each fiscal year. These allocated budgets are based on previous funding, program reports required by the ASO Director of Finance, and other factors specified by the ASO Director of Finance. The ASO Finance Committee will draft the budget for all ASO Funded Programs and present to the ASO Senate for approval. The ASO Funded Programs' budget will be set in the Spring semester prior to the fiscal year.

### Student Clubs

Student club accounts are for any revenue and expenditures the club hosts throughout the academic year. The amount from these accounts rollover from year-to-year. Only the student club president, treasurer, and advisor are granted access to account information. Club account information can be found in the club's engage page using the "Finance Tool".

**Please contact SDO if your club is unsure of their account number or does not have a club account setup.**

## Income

This section refers to income of student clubs and organizations. ASO Funded Programs must work with their respective departments on collecting income and revenue.

### Allowed Income Practices

The income practices below are currently allowed by the Student Development Office. Any other revenue-generating ideas must be reviewed by SDO, prior to the event or beginning of collecting funds.

#### Club dues

The collection of dues must be explicitly written in the student club's constitution. Student club constitutions are kept on record with the Student Development Office.

#### Admission fees for a student club sponsored event

Clubs are permitted to charge admission fees for their events. Revenue must be deposited into their club account immediately following the event.

#### Fundraisers

Student clubs and organizations are required to submit a Student Event Proposal Form at least 2 weeks prior to the fundraising event.

#### Donations from off-campus organizations and entities

Donations must be deposited directly into the student club account. Checks must be mailed or delivered directly to the ECC Business Office.

## Student Club Budget Requests

The Inter-Club Council allocates part of their operating budget to support student clubs with their events and activities. Student clubs can submit an ICC Student Club Budget Request. Details regarding the review and approval process for these requests can be found in the [ICC Constitution and Bylaws](#).

## Collection of Student Club Money and Revenue

Below are the required procedures to collect club revenue.

### Collecting Cash or Checks at Your Events

1. Obtain a "cash box" from the Student Development Office
2. If collecting dues or selling admission tickets, the club must make a record of who made the purchase and how much was collected.
3. All money must be deposited into the Club Account at the Cashier's Office within 24 hours of the event.
  - a. **Multi-Day Events:** All money must be deposited into the Club Account at the Cashier's Office at the end of each day of the event.
  - b. **Friday & Weekend Events:** All money must be deposited into the Club Account at the Cashier's Office on the Monday after the event.
4. Report all income at your club meetings

## Collecting Revenue through Phone Applications

The ECC Business Office is able to collect funds through Zelle. Please work with the Student Development Office to explore this option.

## Collecting Dues and other Non-Event or Fundraiser-Related Revenue

All cash and checks for the student club must be deposited into the student club account immediately. Cash and checks can be deposited at the Cashier's Office or mailed and delivered to the ECC Business Office. Please make a note specifying the account and reason for the deposit.

## Unallowed Income Practices

Below are unallowed income practices related to payment, revenue, and more. Please consult with SDO if you feel that your event or practice could be related to the practices below. Engaging in unallowed income practices may lead anywhere from club discipline to legal action.

### Forms of Payment

Cash and checks are the preferred forms of payment for student club transactions. Clubs and organizations who wish to collect funds via Zelle must work with the Student Development Office. **Clubs and organizations CANNOT use personal money transferring phone applications or applications that accept credit card transactions.**

### Off-Campus Bank Accounts

Student clubs, organizations, and ASO Funded Programs are not allowed to have any off-campus bank accounts, slush funds, or petty cash funds. In addition, student club revenue cannot be held in an off-campus bank account including personal bank accounts of any kind.

### Raffles, Lotteries, and Opportunity Drawings

Raffles are illegal. The following are excerpts from the California Penal Code, Part 1, Title 9:

- **Section 319** - "Lottery defined. A lottery is any scheme for the disposal or distribution of property by chance, among persons who have paid or promised to pay any valuable consideration for the chance of obtaining such property or a portion of it, or for any share or any interest in such property, upon any agreement, understanding, or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle, or gift enterprise, or by whatever name the same may be known."
- **Section 320** - "Punishment for drawing lottery. Every person who contrives, prepares, sets up, proposes, or draws any lottery, is guilty of a misdemeanor."

It is likewise a misdemeanor to sell tickets, aid and advertise lotteries (Sections 321, 322 and 323).



## Allowed Expenditures

The [FCMAT ASB Accounting Manual, Fraud Prevention Guide, and Desk Reference](#) lists allowed and unallowed expenses using student money. The allowed expenditures below contain some information from the manual, but also lists exceptions to allowed expenditures permitted by the Student Development Office and ECC Business Office.

### Awards

Awards such as trophies, certificates, plaques, medals, badges, pins, and flowers for allowed for students only. Awards are also defined as incentives for participation and achievement.

Awards shall not exceed \$150 (including costs for shipping, taxes, and additional fees) per individual award unless officially agreed upon by the ASO Senate in a written resolution.

### Scholarships

Scholarships for students are allowed if the following criteria is followed:

- Scholarship funds must be raised through fundraising efforts only. Student activity fee funds cannot be directly applied to student scholarships
- Students must have an equal opportunity to be considered for an award
- All student members of a student club, organization, or ASO Funded Program must be notified in writing of the opportunity to be recognized with an award
- The criteria, parameters, and selection process must be clearly communicated to all student members

In order to fund the award(s), the following must be attached to the check request or invoice:

- Roster of students considered for award including student name and ID#s
  - Students who receive award must be noted on the roster
- Copy of scholarship letter signed and dated by the selection committee or panel

### Uniforms

Uniforms are only allowed for students, advisors, coaches, and staff of student clubs, organizations, or ASO Funded Programs. Only one uniform set is allowed per person.

In order for approval from the ASO and ICC Director of Finance, a list of student names and ID numbers, as well as names of advisors, coaches, and staff must be included with the check request or invoice.

## **Unallowed Expenditures**

The [FCMAT ASB Accounting Manual, Fraud Prevention Guide, and Desk Reference](#) lists allowed and unallowed expenses using student money. The allowed expenditures below contain some information from the manual, but also lists exceptions to allowed expenditures permitted by the Student Development Office and ECC Business Office.

### **Curriculum and Classroom Instructional Materials**

Textbooks, equipment, and other materials needed for a specific course are not to be funded by the ASO. These materials are only available for students enrolled in certain courses and seen as the responsibility of the district to provide course materials.

### **Direct Cash or Cash Equivalents**

Direct cash or cash equivalents include but are not limited to cash, gift cards, gift vouchers, gift certificates, etc. Gift cards cannot be used as a form of payment to employees, non-employees, and students. Compensation for non-employees must be processed through an ASO contract. Moreover, gift cards may not be awarded to district employees as an appreciation for service, gift, or other reasons.

### **Donations to Other Organizations or Individuals**

Donations to other organizations or individuals using student activity fee funds is seen as a gift of public funds, therefore is not allowed.

### **Employee Appreciation Gifts or Meals**

The ASO will not fund appreciation events, gifts, meals, etc. that solely benefit employees of the district. ASO funds are intended to be spent directly on students of the college.

### **Expenses that are the Responsibility of the District**

Expenditures that are the responsibility of the district, paid for by the district in the past, or items, services, or staff due to budget cuts will not be approved. This also includes salaries, office supplies, and equipment.

### **Permanent Buildings and Building Repairs or Maintenance**

The construction of permanent buildings or repairs or maintenance of existing buildings are viewed as the responsibility of the district and therefore not allowed.

## Check and Requisition Request Form

The [Check and Requisition Request Form](#) must be completed in order to pay outstanding invoices and other expenditures. This section will explain what documents and information are needed to complete the form, as well as the approval process.

- It is highly recommended for student clubs and organizations, as well as ASO Funded Programs to process expenditures through requisitions.
- Reimbursements for expenditures are highly discouraged
  - Reimbursements must be approved by the ASO Finance Committee & Director of Purchasing and Risk Management before the reimbursement can be processed
- Avoid using personal credit cards for program expenses. ASO Funded Programs may also consider requesting the use of your Vice-President or division's P-Card to purchase smaller items with a more limited time frame needed to obtain the item or service.
- Programs are expected to follow the purchasing expectations listed in Administrative Procedures 6330 (Purchasing).
- In order to ensure timely payment, please submit the [Check and Requisition Request Form](#) **at least 2 weeks prior** to when payment is needed.

To access the Check and Requisition Request Form, please [click here](#).

### Preparing to Complete the Form

In order to complete the form, please see the documents needed prior to initiating your check or requisition request. The ASO or ICC Director of Finance may require additional documentation based on the type of expenditure.

#### Required Documentation

##### Student Clubs & Organizations

- Meeting minutes explicitly showing the club's approval of the expenditure signed by the president and advisor
- Invoice or receipt
- *Bank statement showing purchase (reimbursement for online purchases only)*

##### ASO Funded Programs

- Invoice or receipt
- Datalat Screenshot (*This allows for the ASO Director of Finance to confirm a requisition has been created*)

#### Paying for Services Provided to the District

Services provided to the district can be specified as musical performances, speaking engagements, officiating, etc. Processing payment for these types of expenditures require additional documentation:

- [W9 Tax Form](#)
- [590 Tax Form](#)
- [ASO Contract \(Student Clubs and Organizations only\)](#)

### Approval Process

All Check and Requisition Requests will go through the following approval processes. If there are any issues or concerns with the submitted request, an approver or designee may contact you for additional information and clarification.

### Associated Students Organization



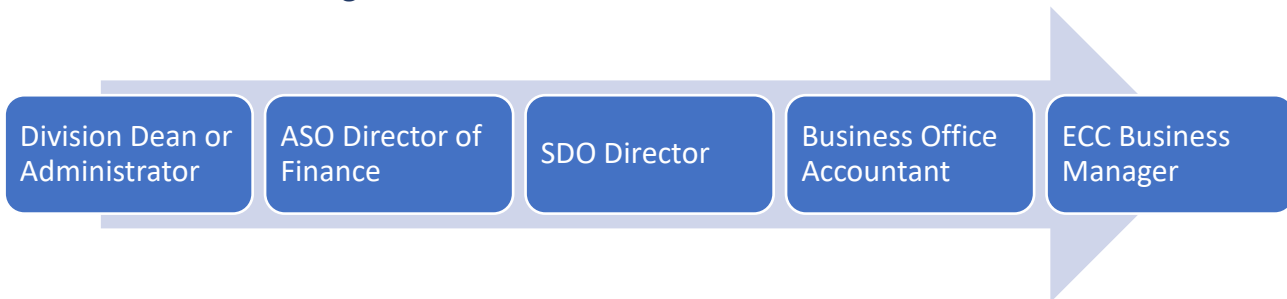
### Inter-Club Council



### Student Clubs



### ASO Funded Programs



## Purchasing and Receiving Process and Expected Timeline

If you have submitted a requisition request for goods and/or services, the Purchasing Office will then take the necessary steps to purchase the expected items. Please allow the business office at least 3 business days to place the order.

**Any purchases made using district funds must be purchased by the district. There are no exceptions to this policy.**

## Shipping and Receiving

Shipping time for items depends on multiple factors outside of the district's control and purview. Therefore, the business office and Student Development Office are not able to provide any estimates or exact timelines for shipping and receiving of the items purchased.

- Purchased items will be received by El Camino College Facilities Shipping and Receiving
- Receiving staff will confirm that all ordered items were received.
- Items will be delivered to the Student Development Office
- Once received by the Student Development Office (SDO), an SDO staff member will contact the student club or organization president and faculty advisor to schedule a time to retrieve the items.

All purchased items must be shipped and received by El Camino College Facilities Shipping and Receiving. Items are not allowed to be shipped to any other address.

## Preferred Vendors

Below is a list of preferred vendors previously used by student clubs and organizations.

### Apparel, Branded Items, Promotional Items

VENDOR NAME	CITY	STATE	MIN \$50
<a href="#">Brand Ink Communications</a>	Irvine	CA	Yes
<a href="#">Brown and Bigelow</a>	Eagan	MN	Yes
<a href="#">BSN Sports</a>	Dallas	TX	Yes
<a href="#">Dancewear Solutions</a>	St. Louis	MO	No
<a href="#">One Stone Apparel</a>	Gardena	CA	Yes
<a href="#">The Promotions Group</a>	Torrance	CA	Yes
<a href="#">Brand Ink Communications</a>	Irvine	CA	Yes

### Office Supplies

VENDOR NAME	CITY	STATE	MIN \$50
<a href="#">Uline.com</a>	Chicago	IL	Yes
<a href="#">Office Depot</a>	Torrance	CA	No
<a href="#">Staples</a>	Torrance / Gardena	CA	No

## Electronics

VENDOR NAME	CITY	STATE	MIN \$50
<a href="#">B &amp; H Photo-Video</a>	New York	NY	No
<a href="#">BestBuy.com</a>	Hawthorne	CA	Yes
<a href="#">Golden Star Technology</a>	Cerritos	CA	Yes
<a href="#">Newegg Business, Inc.</a>	City of Industry	CA	Yes
<a href="#">Samy's Camera</a>	Los Angeles	CA	Yes

## Printing Services

VENDOR NAME	CITY	STATE	MIN \$50
ECC Copy Center	Torrance	CA	No
<a href="#">Classic Litho &amp; Design</a>	Torrance	CA	No
<a href="#">Platon Digital Graphics</a>	Los Angeles	CA	Yes

## Party Supplies

VENDOR NAME	CITY	STATE	MIN \$50
<a href="#">Amazing Balloons by Gee</a>	Hawthorne	CA	Yes
<a href="#">Boulevard Florist Wholesale Market</a>	Lawndale	CA	No
<a href="#">Del Rey Party Rentals</a>	Hawthorne	CA	Yes

## Food & Beverage

VENDOR NAME	CITY	STATE	MIN \$50
Pacific Dining (need Quote)	Hayward	CA	Yes
<a href="#">Chicken Maison (mediterranean)</a>	Gardena	CA	No
<a href="#">Door Dash</a>	San Francisco	CA	Yes
<a href="#">KrispyKream.com</a>	Gardena	CA	No
<a href="#">La Villa (Mexican)</a>	Gardena	CA	No
<a href="#">Lomeli's (Italian)</a>	Gardena	CA	No
<a href="#">Ralph's</a>	Gardena / Torrance	CA	No
<a href="#">Super Hayat Market (Int'l - Halal)</a>	Torrance	CA	No

## Awards

VENDOR NAME	CITY	STATE	MIN \$50
<a href="#">Thompson Trophy</a>	Gardena	CA	Yes

## Travel

VENDOR NAME	CITY	STATE	MIN \$50
Away We Go Travel	La Habra	CA	Yes

## Miscellaneous

VENDOR NAME	CITY	STATE	MIN \$50
<a href="#">ECC Bookstore</a>	Torrance	CA	No
<a href="#">Amazon Capital Services</a>	Seattle	WA	No
<a href="#">Costco.com</a>	Hawthorne	CA	No
<a href="#">Costco Business Delivery</a>	Hawthorne	CA	No
<a href="#">Dollar Tree</a>	Gardena, Torrance, Hawthorne	CA	No
<a href="#">Five Below</a>	Hawthorne	CA	No
<a href="#">Home Depot</a>	Gardena	CA	No
<a href="#">Lowe's</a>	Hawthorne	CA	No
<a href="#">Target.com</a>	Gardena	CA	No
<a href="#">Walmart.com</a>	Bentonville	AR	No

## Food Guidelines

All El Camino College entities including student clubs and organizations are required to contact Pacific Dining at [catering@elcamino.edu](mailto:catering@elcamino.edu) for first consideration before purchasing any food for sale or distribution on the El Camino College campus unless:

- Food is purchased at a reputable restaurant under \$200.00 for the event
- Food is pre-packaged and shelf-stable from reputable restaurants or grocery stores (i.e., Costco, Smart & Final, Sam's Club, etc.)

**Pacific Dining is the official catering company serving El Camino College.**

**Please see the processes below if you plan for your club's or organization's on-campus event:**

### Purchasing from Pacific Dining

1. Browse the Pacific Dining menu
2. Email Pacific Dining at [catering@elcamino.edu](mailto:catering@elcamino.edu) for a quote of the student club's catering order
3. Request a catering invoice once the menu is confirmed with the vendor
4. Submit the final catering invoice along with the Event Proposal Form. The Event Proposal Form is due at least 2 weeks prior to the on-campus event.
5. Sign and complete a Check Request at least one week prior to process payment for the catering order. Signatures are needed from the student club advisor and president

### Purchasing from Off-Campus Vendors

Food purchases from Pre-Approved Off-Campus Vendors that are \$200.00 or less do not need to be approved by Pacific Dining. A Food Service Exemption Form is not required for this purchase.

#### Food Purchases from Off-Campus Vendors more than \$200.00

1. Obtain a quote from the off-campus vendor
2. Request the following from the off-campus vendor
  - a. Copy of Business License
  - b. Copy of Liability & Workers Comp. Insurance (COI) showing that El Camino Community College District is covered
3. Request a catering invoice if possible. Some restaurants may only provide receipts upon purchase.
4. Complete a Food Service Exemption Form
5. Submit the Food Service Exemption Form, catering invoice, copy of business license, copy of liability and workers comp. Insurance, and other required documentation along with the Event Proposal Form to [catering@elcamino.edu](mailto:catering@elcamino.edu). The Event Proposal Form is due at least 2 weeks prior to the on-campus event.
6. Sign and complete a Check and Requisition Request Form at least 2 weeks prior to the event to process payment for the catering order. Signatures are needed from the student club advisor and president. Please refer to the Check Request process for additional documents needed.

#### Food Purchases from Off-Campus Vendors \$200.00 or less

1. Obtain a quote from the off-campus vendor
2. Request a catering invoice if possible. Some restaurants may only provide receipts upon purchase.



3. Submit the Food Service Exemption Form, catering invoice, copy of business license, copy of liability and workers comp. Insurance, and other required documentation along with the Event Proposal Form to catering@elcamino.edu. The Event Proposal Form is due at least 2 weeks prior to the on-campus event.
4. Sign and complete a Check and Requisition Request Form at least 2 weeks prior to the event to process payment for the catering order. Signatures are needed from the student club advisor and president. Please refer to the Check Request process for additional documents needed.

### **Off-Campus Food Vendor Exceptions**

Food purchases of shelf-stable food items (i.e., chips, candy, pre-packaged pastries) from reputable vendors (i.e., Costco, Smart & Final, Aldi, Ralphs, etc.) can be purchased without completing a Food Exemption Form. Questions of reputable sources can be referred to the Student Development Office.

Sign and complete a Check and Requisition Request Form at least 2 weeks prior to the event to process payment. These food purchases will be made by a college official using a college-issued p-card.

*Please be flexible and understanding about the purchases of these requests. These college-issued p-cards are also being used for departmental and other student club/organization purchases. Due to limits on these cards, the Student Development Office may not be able to purchase these items during the desired timeframe. Student clubs and organizations should work with the Student Development Office to seek different dates for these events if having these food purchases is a priority.*

# Budget Transfers

In order to cover expenses, ASO, ICC, and ASO Funded Programs may need to complete budget transfers from one account to another. Please see below for instructions on how to complete the Budget Transfer Request Form.

Transfer Request Form

District:

Fiscal Year:

*Completed by Fiscal Staff*

Transaction Date: \_\_\_\_\_

Transaction ID: \_\_\_\_\_

Check one:  Budget Transfer      Actuals Transfer

Debit - Increase Exp / Decrease Revenue

Credit - Decrease Exp / Increase Revenue

Account Number					Debit (TD)	Credit	Description
Fund	Object	Program	CEA (Activity)	Department			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
Totals =>					-	-	
Balanced? =>					-	-	

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Additional notes or rationale: \_\_\_\_\_

**Step 1.** Identify the account that money will be **transferred into**. Enter the account number into the appropriate columns.

**Step 2.** Enter the amount being transferred into this account under “Debit”.

**Step 3.** Identify the account that money will be **taken out of**. Enter the account number under the appropriate columns.

**Step 4.** Enter the amount being taken out of this account under “Credit”.

**Step 5.** Scroll to the bottom of the form and complete the rationale for the budget transfer (i.e, money transferred into this account will be used to pay remaining expenditures for invoice XYZ).

**Step 6.** Send for approval

- **ASO:** Send completed Budget Transfer Request Form to ASO Director of Finance.
- **ICC:** Send completed Budget Transfer Request Form to ASO Director of Finance.
- **ASO Funded Programs:** Send completed Budget Transfer Request Form to ASO Director of Finance.

**Step 7.** Director of Finance will type in name for “Approved by” and send signed form to Kristell Villacorta ([kvillacorta@elcamino.edu](mailto:kvillacorta@elcamino.edu)) for processing.

## Travel Expenses

Student clubs, organizations, and ASO funded programs typically travel on excursions to conferences, off-campus events, camping trips, and more. Policies and procedures regarding student travel can be viewed in more detail in [El Camino College Board and Administrative Policies](#) (AP 3400 & AP7400) Expected excursion expenses must be reported to the business office using the ECC Travel Form.

Please see below for instructions on completing the ECC Travel Form for student excursions.

## Reporting Expenses

Below are expenses that must be reported on the Travel Form. For more specific information regarding reporting these expenses, please review [ECC Administrative Policy 7400](#).

- Airfare
- Hotel & Lodging
- Meals/Per Diem
  - *Meals can be reimbursed up to the per diem rates determined by the U.S. General Administration Services (GSA).*
  - *Rate can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>*
- Registration Fees
- Transportation (including personal car)
- Incidentals
- Miscellaneous Travel Expenses

All original invoices and receipts must be kept and submitted to the ECC Business Office in order to process payments or reimbursements.