

**EL CAMINO COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
MEMORANDUM**

TO: ASO Funded Programs

FROM: Haseeb Khan, ASO Director of Finance
Dehao Lin, ICC Director of Finance

DATE: August 20, 2020

SUBJECT: ASO and ICC Director of Finance Introductions

We hope this message finds you well. It is with great pleasure to introduce ourselves as the new Associated Students Organization (ASO) & Inter-Club Council (ICC) Directors of Finance for the 2020-2021 academic year.

Haseeb Khan will serve as the ASO Director of Finance. His role is to manage the budget for ASO and the ASO funded programs. One of Haseeb's top priorities is creating an efficient funding request process for the ASO funded programs.

Dehao Lin will serve as the ICC Director of Finance for the 2020-2021 school year. His role is managing ICC monetary transactions and overseeing the preparation and submission of student club budget requests to ICC. One of Dehao's top priorities is to improve online financial procedures for student clubs.

Haseeb oversees Fund 71 accounts including ASO and ASO Funded Programs. In addition, Dehao oversees Fund 81 student club accounts such as Speech & Debate, Journalism, and Honors Transfer Club.

The Check and Requisition Request Form is now available via Formstack as of the Spring 2020 semester. The form can be found on the ECC website or using the link below:
<https://elcamino.formstack.com/workflows/checkrequestform>.

Haseeb and Dehao are available to address any questions or concerns you may have regarding the ASO or ICC financial procedures. Dehao can be contacted via email at dehao_lin@elcamino.edu or icc@elcamino.edu. Haseeb can be contacted via email at asofinance@elcamino.edu. Together, we will work closely to provide El Camino students a positive, equitable, and inclusive virtual campus.

Sincerely,

Haseeb Khan
Director of Finance
Associated Students Organization
El Camino College

Dehao Lin
Director of Finance
Inter-Club Council
El Camino College