

**EL CAMINO COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
MEMORANDUM**

TO: Recipients of Associated Students Organization Funds

FROM: Ruben Sagastume, ASO Director of Finance

DATE: April 1st, 2020

SUBJECT: ASO Funded Programs Report and Updates

It's safe to say, we have experienced an unusual amount of change this year. I wanted to take this time to reaffirm that ASO is here to help you and your programs with support during these difficult times. Covid-19 has really driven us to become better communicators and has challenged us to continue serving students remotely. With the "Stay at Home" order in place for the remainder of the semester, we have come across a few issues we would like to address.

First, we would like to address the challenge of submitting and approving fiscal request. In the past, submitting a fiscal request required filling out a check request or requisition request and handing in a physical copy to the Student Development Office for review and signature approvals from the ASO Director of Finance and from the SDO Director of Student Activities. The "Stay at Home" order in place means students, staff and faculty are not allowed on campus. ASO's Director of Finance will not be able to physically sign requests. We are working on creating digital forms for ASO Funded Programs, ASO, and ICC to submit fiscal requests. We are close to finishing the digital form. We will update you with more information on that soon. For now, we are asking programs to submit their request via email to the ASO Director of Finance. Please include all the documents that were required before such as receipts (scanned), invoiced, quotes, any supporting documents, and we will use email chains as our signatures to approve requests.

Secondly, I want to thank the ASO Funded Programs who have submitted their 2019-20 Program Reports! We reviewed the first set during our Finance Committee Meeting on 3/31/20. If you have not submitted your program report yet, we are extending the due date to 4/6/20. April 7th, 2020 will be our final day to review the reports. Please submit if you would like the Finance Committee to consider any information before we begin drafting the 2020-21 budget. If Covid-19 has interrupted your program, please state so in the report. We are excited to hear how your program plans to promote the ASO sticker next year. **Complete the Report by April 6th, 2020.** Click [here](#) to access the form.



Lastly, we are here to support you. If you have any questions regarding request, please feel free to contact me at ruben_sagastume@elcamino.edu or via phone (805) 708-6484 or Greg Toya at gtoya@elcamino.edu.

Sincerely,

Ruben Sagastume
Director of Finance
Associated Students Organization
El Camino College