



**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 cash advance or reimbursement.**  
 Please type and send form to [secretary.asbcc@gmail.com](mailto:secretary.asbcc@gmail.com) AND [johnnguyen@peralta.edu](mailto:johnnguyen@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 Vice President		
Director of Campus Life		
College President Designee		