

FINANCE HANDBOOK

ASO, ASO Funded Programs, CAUSE, ICC, Student Clubs



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Introduction

This Finance Handbook is the rules and regulations that govern the Associated Students Organization (ASO), ASO Funded Programs, Interclub Council (ICC), and all student clubs. The policies and procedures in this handbook comply with the *Fiscal Crisis & Malmanagement Team* (FCMAT) and all *El Camino Board* and *Administrative Policies*.

All parties who receive funding from the *Student Activity Fee (ASB)* fee must review this handbook and comply with all regulations set forth by **FCMAT, El Camino Board and Administrative Policies**. These parties include the ASO, ASO funded programs, ICC, and all student clubs.

Contacts

Please contact the Student Development Office (SDO) if there are any questions or concerns regarding the Finance Handbook. The ASO and ICC directors of finance can be contacted in regards to finances for their organization. The information can be found below.

Student Development Office

Email: sdo@elcamino.edu

Phone: 310-660-3593 ext. 3500



El Camino College

ASO Director of Finance

Name: Mirabelle Wroe

Email: asofinance@elcamino.edu



ICC Director of Finance

Name: Zain Abbas

Email: iccfinance@elcamino.edu



Account Types

There are 3 different fund numbers that ASO oversees

Fund 71

ASO, ASO Funded Programs, and ICC all have fund 71 account codes. The revenue for these funds comes from the \$15.00 ASO Benefits Pass (Student Activities Fees)

Fund 72

ASO has an additional account code for fund 72. The revenue from this account comes from the \$2.00 Student Representation Fee. This account can only be used for [Advocacy](#) as per [California Education Code 76060.5](#)

Fund 81

ALL STUDENT CLUBS are assigned a fund 81 account for their revenue and expenditure account. For assistance please contact atran@elcamino.edu.

Clubs are allowed to request money from ICC Club support on [Engage](#)

1. New clubs can only request up to \$500 from ICC Club Support

Allowable Expenditures for Fund 71

All expenses from fund 71 must abide by **Fiscal Crisis & Malmanagement Team (FCMAT) and all El Camino Board and Administrative Policies.** Please see a summarized list below from FCMAT below

- Magazines and newspaper subscriptions for student use
- Playground equipment
- Library books
- Supplemental equipment for student use that is not normally provided by the school entity, such as telescopes and aquariums
- Field trips/excursions and outdoor education/science camps
- Extracurricular athletic costs, including costs for ticket sales, game officiating and security
- Costs for student social events
- Scholarships (under specific circumstances)

- Scholarships funds must be raised through fundraising efforts only. Student Fees cannot be directly used to fund a scholarship
- Students must have an equal opportunity to be considered
- All Student of a student club, organization, or ASO Funded Program must be notified in writing of the opportunity
- The criteria, parameters, and selection process must be clearly communicated to all students
- Awards, under El Camino Board Policy
 - Gifts/ Awards such as trophies, plaques, medals, badges, pins, and flowers are for students only.
 - Gifts/ Awards shall not exceed **\$150.00** (including taxes and shipping) per individual unless agreed upon in a written solution by the ASO Senate
- Indirect Costs

When using these funds, **ask yourself what is the educational benefit** of the purchase and **how does it help the student body?**

Allowable Expenditures for Fund 72

All expenses from fund 72 must be used for things for student advocacy. The student representation fee provides support for student government representatives who are presenting positions and viewpoints to representatives, offices, and agencies of local, district, and state governments. Please see a summarized list below

- Provide effective student representation and participation in state-level community college shared governance and with governmental affairs representatives
- Leadership and advocacy training, awareness and information
- Attendance at conferences and meetings of student-centered, non-partisan organizations
- Advertisements consisting of information about legislative issues of interest to the student body
- Travel expenses for lobbying and/or advocacy of students
- Purchasing of equipment and supplies used for lobbying and/or advocacy
- Hosting non-partisan conferences or meetings on legislative issues

- Attending legislative activities like the SSCCC General Assembly
- Visiting the offices of local and state elected officials

Allowable Expenditures for Fund 81

All expenses from club fund 81 must abide by *Fiscal Crisis & Malmanagement Team (FCMAT) and all El Camino Board and Administrative Policies.* Please see the list of allowable expenses from fund 71

Unallowable Expenditures for Fund 71

All expenses from fund 71 that are unallowable can be found on the *Fiscal Crisis & Malmanagement Team (FCMAT)* manual. Please see a summarized list below from FCMAT below

- Salaries or supplies 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
 - The construction of permanent buildings or repairs or maintenance of existing buildings are viewed as the responsibility of the district and therefore not allowed.
- Articles for the personal use of district Employees
- Expenses for staff meetings
- Expenses for faculty meetings
- Expenses for booster clubs, foundations, auxiliary organizations and other parent-teacher organizations
- Large awards (Unless board policy states otherwise)
- Gifts of any kind
 - 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.**
- Employee clothing/attire

- Donations to other organizations except in special circumstances
- Donations to families or students in need
- Cash awards to anyone

Unallowable Expenditures for Fund 72

All expenses from fund 72 must be used for student advocacy. If it does not fall under the summarized list for allowable expenditures on page 4 of the finance handbook, it is not allowed.

Unallowable Expenditures for Fund 81

All expenses from fund 81 that are unallowable can be found on the [*Fiscal Crisis & Malmanagement Team \(FCMAT\)*](#) manual. Please see the list of unallowable expenses from fund 71

Revenue/ Income

This section details how the ASO, ASO Funded Programs, ICC, and all student clubs can collect revenue that fall is line [*Fiscal Crisis & Malmanagement Team \(FCMAT\)*](#) manual and all El Camino Board policies.

Forms of Payment for Revenue

Cash and checks are the preferred forms or receiving revenue for ASO, ASO Funded, ICC, and student clubs. Zelle can also be used. For Zelle, please contact atran@elcamino.edu a week before event so it can be activated.

Procedure to collect cash or checks

1. Go to the Student Development Office (COMS 106)

- a. If you are collecting cash or check for an event, request a cash box
 - b. At the event, the person in charge of the cash box must maintain a record of who made the purchase and how much was received.**
 - c. At the end of the event, the cashbox must be returned to the Student Development Office with the record of how much was received.
 - d. Someone in the Student Development Office will bring the money to the Cashiers Office and deposit it into the proper account.
 - e. A confirmation email from atran@elcamino.edu will be send when it is dropped off. A separate email will be sent when funds have been posted.
2. If it is a one-time cash or check deposit, drop it off at the Student Development Office.
 - a. Someone in the Student Development Office will give you a receipt.
 - b. A confirmation email from atran@elcamino.edu will be send when it is dropped off. A separate email will be sent when funds have been posted.

Procedure to collect funds through Zelle

1. Contact atran@elcamino.edu or 310-660-3500 ext. 3507 7 days before event to get account information
 - a. If a last-minute request is needed, contact atran@elcamino.edu
2. Further instructions will be provided by atran@elcamino.edu

Allowed Revenue Practices for Fund 71

All revenue generated from fund 71 that are allowable can be found on the [*Fiscal Crisis & Malmanagement Team \(FCMAT\)*](#) manual. Please see a summarized list below from FCMAT below.

- Athletic Events
- Admission Fees
 - Clubs are permitted to charge admission fees for their events. Revenue must be deposited into their club account immediately following the event through the Student Development Office.
- Concession Sales

- Entertainment
- Advertising
- Fundraisers
- Publications
- Student Stores
- Cultural events/ international fairs
- Book Fairs
- Dances
- Merchandise Sales
- Scholarships and trusts
- Gifts and grants
- Interest earned
- Sale of surplus items
- Club Dues
 - Collection of Student dues must be written in the Student Club's constitution. Constitutions are kept on record with the Student Development Office.
- Donations from off-campus organizations and entities
 - Donations must be deposited directly into ASO, ICC, or student club account. Checks can be mailed to the ECC Business office

Allowed Revenue Practices for Fund 72

Revenue for fund 72 is restrictive. If any type of revenue is raised, all funds in fund 72 must be used for Advocacy.

Allowed Revenue Practices for Fund 81

All revenue generated from fund 81 that are allowable can be found on the [*Fiscal Crisis & Malmanagement Team \(FCMAT\)*](#) manual. Please see the list of allowed revenue practices from fund 71.

Unallowed Revenue Practices for Fund 81

Unallowed revenue practices can be found [*Fiscal Crisis & Malmanagement Team \(FCMAT\)*](#) manual. Please see the summarized list below.

- Raffles or games of Chance
 - 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 A MISDEMEANOR TO SELL TICKETS, AID AND ADVERTISE LOTTERIES (Section 321, 322, and 323)**
- Activities that pose a liability, safety, or risk concerns. (Unless El Camino Risk Management Approves)
 - Mechanical or animal rides
 - Use of darts, arrows, or other weapons
 - Objects thrown at people
 - Use of Water tanks which a person is dunked
 - Destruction of cars or similar objects with hammers
 - Trampolines or mini Trampolines
- **OFF CAMPUS ACCOUNTS**
 - **UNDER ANY CIRCUMSTANCE, ASO, ASO FUNDED PROGRAMS, ICC, AND STUDENT CLUBS ARE NOT ALLOWED TO HAVE ANY OFF-CAMPUS BANK ACCOUNTS, SLUSH FUNDS, OR PETTY CASH.**

- **ANY DISCOVERY OF OFF CAMPUS ACCOUNTS NOT THROUGH STUDENT DEVELOPMENT OFFICE IS SUBJECT TO DISCIPLINE.**

Setting the Fiscal Year Budget

Associated Students Organization Fund 71

The ASO operating budget is set in the summer before the start of the academic year. The ASO Finance committee, consisting of ASO leaders, advisors, and El Camino fiscal office crafts the budget with an official ASO Finance meeting. The ASO Senate must approve the budget through the senate meeting before any expenditures can occur.

ASO Funded Programs Fund 71

ASO Funded Programs receive an allocated budget from ASO every year. **At the beginning of every Spring Semester, a form will open up for programs to request for ASO funding. Once the form is filled out in its entirety, the program will present to ASO at one the Finance Committee Meetings and will voted on by Senate.**

***Funding is based on previous funding and program reports. New programs wishing for funding do not have to fill out program reports.**

Interclub Council (ICC) Fund 71

The ICC budget is set in the summer before the start of the academic year. ICC members attend the ASO Finance meeting and get an allocation drafted with the ASO. Once it has been drafted, the ASO Senate will vote to approve.

Student Clubs fund 81

Student Club accounts roll over year to year. Each student club should have a revenue and expenditure account. If you think your club does not have either,

please contact atran@elcamino.edu. **Only the Student Club President, treasurer, and advisor are granted access to account information.**

- *New Student Clubs are entitled to request funds from the ICC Club support account.
- *Each ACTIVE club, as defined in Article II Section 3, is eligible to request funds from I.C.C. Club Support account. Each registered, INACTIVE club is eligible to request funds from I.C.C. Club Support Account within a \$500 limit for the semester if they attend every General ICC Meeting of the current semester. Each club requesting funding will be required to state their inactive status at the time of the request.
- All budget requests must be made at least 2 weeks advance to the ICC Cabinet Meetings.

Payment Requisition Form

The Payment Requisition Form can be found at:

https://elcamino.formstack.com/workflows/checkrequestform2024_2025

Any expenditure from fund 71, 72, and 81 must **fill out the Payment Requisition Form**. This section will explain and guide you to fill at the form properly.

- **ALL ASO, ICC, and STUDENT CLUBS MUST HAVE SIGNED MINUTES ATTACHED TO THE FORM**
- **All Minutes have an agenda item number**
- **REIMBURSEMENT EXPENDITURES SHALL ONLY BE USED UNDER EMERGENCY CIRCUMSTANCES**
 - **ONLY THE ADVISOR CAN SUBMIT FOR REIMBURSEMENT**
 - **A REIMBURSEMENT TO EMPLOYEE FORM MUST BE FILLED OUT ALSO which is seen belowm**



El Camino Community College District

Reimbursement To Employee

(Use this form to obtain Dean/VP Approval Prior to making a purchase for reimbursement)

Requester Name Dept. Ref #
 Requester Email Employee ID#
 Date

Vendor/Payee Information
 Name Budget Approved Yes
 Address No
 City, State, Zip
 Website

Amount	Fund	Object	Program	CEA	Dept
\$ 0.00	Total Amount				

Please explain why a requisition for a Purchase Order cannot be submitted for this expenditure.

Please state the Business Purpose and Justification for the expenditure and how it benefits the college.

Please state the item descriptions or the expenditure being requested and include website link if available.

Requester Signature Dean/VP Name
 Date Dean/VP Signature
 Date

* Prior approval from Budget Administrator is required for reimbursement.
 * Submit this form with requisition documentation.

- Please Contact atran@elcamino.edu if accommodations must be made for reimbursement
- Please allow 5-10 business days to process the Payment Requisition form
- ASO programs are expected to follow the purchasing department's expectations listed in Administrative Procedure 6990.
 - **ASO FUNDED PROGRAMS MUST FILL OUT PAYMENT REQUISITION FORM IN ADDITION TO THE REQUISITION**

How do I complete the form?


1. Pick the Program or organization. There are 5 options.

Program or Organization*

- Associated Student Organization (ASO)
- ASO Funded Programs
- CAUSE
- Inter-Club Council (ICC)
- Student Clubs

- a. *ASO FUNDED PROGRAM form is a little different*
 - b. *ASO FUNDED PROGRAM REQUIRES Colleague SCREENSHOT and Req Number*
-

Colleague Screenshot



Drag and drop here or [Browse files](#)
Max file size: 10 MB

2. Fill out General information below

- a. *Program or organization-* **Select Program**
- b. *Requestor First & Last-* **The person filling out the form**
- c. *Requestor Email-* **Your email address**
- d. *Requestor Phone-* **Your phone Number**
- e. *Today's Date-* **Date should automatically populate**
- f. *Complete and Sign Minutes-* **ATTACH YOUR MEETING MINTUTES as a PDF (ASO FUNDED PROGRAMS DOES NOT NEED TO DO THIS**
- g. *Agenda Item Number-* **The item number on your meeting minutes**
- h. *Event or Activity Name-* **The event or activity name. If not for event put N/A**

a Program or Organization*

- Associated Student Organization (ASO)
- ASO Funded Programs
- CAUSE
- Inter-Club Council (ICC)
- Student Clubs

ASO, ICC, CAUSE, or Student Club Information

b Requestor Name*

b Ricardo Gonzalez

First Name Last Name

c Requestor Email*

rigonzalez@gmail.com

d Requestor Phone*

(310) 660-3500

e Today's Date*

Sep 13, 2024

f Completed and Signed Meeting Minutes*

Drag and drop here or [Browse files](#)
Max file size: 10 MB

Please ensure that the meeting minutes highlight the purchase requested through the payment request

g Agenda Item Number*

7.7

Please type out the agenda item showing where the expenditure was approved (i.e., #, #, #)

h Event or Activity Name*

Party in the USA

Enter N/A if not for event or activity

3. Fill out the Payment Information

- a. *Payee Name*- The people we are paying
- b. *Method of Payment*- The form of payment in which we are paying
 - i. *Invoice*- Vendor sends invoice and we send a check
 - ii. *Travel Check Advance*- Ask for this if going on a trip and need money for per diem so we do not have to do a reimbursement.
 - iii. *Reimbursement*- ONLY IN EMERGENCIES
 - iv. *P-Card Purchase*- Select this if you know the item has to be paid with a P-Card
 - v. *Blanket Purchase order*- Use this if you want a BPO set up
- c. *The Address of the vendor*
- d. *Description of purchase*- Describe what the purchase is
- e. *What is the educational benefit of the purchase?* - Describe the educational benefit of the purchase
- f. *Account Number*- Account string to purchase

- i. *If it is a student club, manually type in your club account number.* Please contact atran@elcamino.edu if you need club account number

g. *Amount Requested-* The amount that has to be paid

h. *Invoice, cart screenshot, receipts*

- i. If invoice is selected attach the invoice
- ii. If travel check advance is selected, please provide a breakdown of how much the check needs to be
- iii. If reimbursement attach the receipts, credit card statement, or screenshot of your bank statement showing that it was paid for. Also attach the reimbursement form.
- iv. If P-card is selected, attach the cart of what you want to buy
- v. If BPO attach a word doc with the amount needed for BPO

Payment Information

a Payee Name*

Taco Bell

Name should match attached invoice, receipt, bank statement, or proof of purchase

b Method of Payment*

- Invoice |
- Travel Check Advance ||
- Reimbursement |||
- P-Card Purchase |||
- Blanket Purchase Order ✓

c Address*

16414 Crenshaw Blvd

Address Line 1

Address Line 2

Torrance

California

90254

City

State

ZIP Code

United States

Country

d Description of Purchase*

Food for Party in the USA ASO Event

e What is the educational benefit of this purchase?*

To Provide food for students

f ICC Account Name*

ICC Supplies 71-54550-00-836501-7670

If you wish to split account code names, please specify in the description

g Amount Requested (\$)*

\$ 1111.00

h Invoice, Cart Screenshot, Receipts *



- i. *Date Payment Needed by-* The date you need it paid by
- j. *Is this the first time the individual or vendor provided a service this fiscal year?*
 - i. *Yes-* Please request a W-9 and send to atran@elcamino.edu. If you need assistance with the W-9 please contact atran@elcamino.edu. Attach the W-9
 - ii. *No-* Select this if we have used the vendor before
 - iii. *Unsure-* Select this if you are lazy or do not know. Or select it if you are really unsure

i

Date Payment Needed By*

PLEASE ALLOW 5-10 BUSINESS DAYS FOR PURCHASING

J

Is this the first time the individual or vendor has provided a service for the college this fiscal year?*

Yes |

No ||

Unsure |||

Please contact atran@elcamino.edu if there are any questions

W-9 Tax Form*

Choose File Remove File No File Chosen

CA-590 Tax Form

Choose File Remove File No File Chosen

Submit Form

Payment Requisition Form Approval Process

All Payment requisition requests will go through the proper approval process as outlined in the ASO Constitution. If there are any issues or concerns with submitted requests, please contact atran@elcamino.edu

If the form is filled out incorrectly, an approver or designee will contact you for additional information and clarification.

Associated Students Organization



ASO Funded Programs



Inter Club Council



Student Clubs



Purchasing and Receiving Process Timeline

After the Payment Requisition form has been submitted, please allow **5-10 business days to process. PLEASE PLAN AHEAD.** The Purchasing team in fiscal will take the necessary steps to purchase the items.

Shipping times for items depend on multiple factors outside the district's control and purview. Therefore, the Student Development Office and Fiscal Offices are not able to provide exact dates. The Student Development Office can give you a best guesstimate.

1. All items that are purchased have to be shipped and received by the El Camino College Warehouse at **3400 Manhattan Beach Blvd Torrance, CA 90506**
2. The El Camino College Warehouse team will confirm that all items were received
3. The Items from the warehouse will then be delivered to the Student Development office. From there, a staff member from SDO will contact the person that the item is ready to be picked up.

All purchased items must be shipped and received by the El Camino Warehouse. Items are not allowed to be shipped to any other address.

Preferred Vendors

Shipping times are largely dependent on vendors. Preferred vendors are vendors that were used in the past by and could have quicker shipping times than using new vendors.

Please note you do not have to use these vendors. If you want to use a different vendor please contact atran@elcamino.edu for assistance

Apparel, Branded Items, Promotional Items

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
BrandInk	Yes	Irvine CA
Brown and Bigelow	Yes	Eagan MN
BSN Sports	Yes	Dallas TX
Dancewear Solutions	No	St. Louis MO
The Promotions Department	Yes	Torrance CA

Printing Services

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
El Camino Copy Center	No	Torrance CA
Classic Litho & Design	No	Torrance CA
Platon Digital Graphics	Yes	Los Angeles CA

Office Supplies

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
Complete Office	Yes	Cerritos CA
Uline	Yes	Chicago Il
Office Depot	No	Torrance CA
Staples	No	Torrance CA

Electronics

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
B & H Photo Video	No	New York NY
Best Buy	Yes	Hawthorne CA
Golden Star Technology	Yes	Cerritos CA
Newegg	Yes	City of Industry CA
Samy's Camera	Yes	Los Angeles CA

Awards

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
Thompson Trophy	Yes	Gardena CA

Travel

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
Away We Go Travel	Yes	La Habra CA

Miscellaneous

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
El Camino College Bookstore	No	Torrance CA
Amazon	No	Seattle WA
Costco	No	Hawthorne CA
Home Depot	No	Gardena CA
Target	No	Gardena CA

Food

<u>Vendor</u>	<u>Minimum \$50</u>	<u>City State</u>
Pacific Dining	Yes	Torrance CA
Chick Fil A	No	Gardena CA
Chicken Maison	No	Gardena CA

Food Guidelines

All El Camino College entities ARE REQUIRED TO CONTACT PACIFIC DINING AT CATERING@ELCAMINO.EDU for first right of refusal before purchasing any food off campus unless:

1. Food purchased at restaurant is less than \$500.00
2. Food is pre-packaged and shelf stable
 - a. Things such as chips, candy, pretzels, etc.

PACIFIC DINING is THE official catering company that serves El Camino

Process to order from Pacific Dining

1. Browse the Pacific Dining Food Menu
2. Contact Pacific Dining at catering at catering@elcamino.edu for a quote
 - If you need assistance, please contact one of the SDO Advisors: tstrohl@elcamino.edu or atoney@elcamino.edu
 - If catering is for an event, please submit an event proposal form **2 weeks before**
3. Submit final invoice through Payment Requisition Formstack

Process to order from Different Vendor

Please note you are allowed to order from different vendors if the proper procedure is followed

For Food Purchases More Than \$500.00

- 1. Obtain a quote from the off campus vendor**
- 2. Request the following documents from the vendor**
 - a. Copy of Business License**
 - b. W-9**
 - c. Copy of Liability & Workers Comp Insurance showing that El Camino College District is covered**
 - i. This is if they are coming on campus to cater.**
- 3. Complete a Food Exemption Form**
- 4. Submit the [Food Exemption Form](#) and all other documents to catering@elcamino.edu for approval.**
 - a. Please remember to submit event proposal form 2 weeks before event***

5. Once Pacific Dining approves, please work with atran@elcamino.edu to work on paying vendor
6. Submit [Payment Requisition Formstack](#)

Budget Transfers

In order to cover expenses, ASO, ASO Funded Programs, and ICC may need to complete budget transfers from one account to another. For all ASO and ICC requests, please contact atran@elcamino.edu

For ASO Funded Programs, please see the instructions below on how to complete the *Budget Transfer Request Form*.

Transfer Request Form

District: ECC
Fiscal Year: 2022

Transaction Date: 12/6/22
Transaction ID: _____

Check one: Budget Transfer
 Actuals Transfer

Debit - Increase Exp / Decrease Revenue
Credit - Decrease Exp / Increase Revenue

Account Number						Debit	Credit	Description
Fund	Object	Program	CEA (Activity)	Department	Sub-Fund			
1	71	55660	00	836406	7670	5,000.00		Flowater Repairs Account
2	71	54550	00	836409	7670		5,000.00	CampusEnrichment
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
Totals =>						5,000.00	5,000.00	
Balanced? =>							-	

Notes:
 5
 Move \$5,000 from Campus Enrichment to Flowater Repairs to create BPO to pay for outstanding Invoices.

Entered by: Anthony Tran
Approved by: _____

1. Identify the amount that the money will be transferred into (*DEBIT*)
 - a. Enter the amount in the Debit Column
2. Identify the amount that the money will be taken out of (*Credit*)
 - a. Enter the amount in the Credit Column
3. Fill in the account string under Account number
 - a. Fill in Fund (2 digits)
 - b. Fill in object code (5 digits)
 - c. Program (2 digits)
 - d. Department (4 digits)
4. Fill in the description
5. Fill out the notes box with another description
 - **ASO Funded programs please send to you Department Dean for approval.**
 - **Once the Department Dean has signed, please send to atran@elcamino.edu and rigonzalez@elcamino.edu for review**
 - **From there they will submit to fiscal services for the transfer**

Closing out the Fiscal Year

The accounting assistant will assist in closing out the fiscal year for all *ASO*, *ICC*, and *student club* expenditures at the end of the year.

FOR ALL ASO FUNDED PROGRAMS

- 1. YOU ARE RESPONSIBLE FOR CLOSING OUT YOUR REQUISITIONS, PURCHASE ORDERS, BLANKET PURCHASE ORDERS IN COLLEAGUE AT THE END OF THE FISCAL YEAR.**
- 2. THE ACCOUNTING ASSISTANT WILL MONITOR ALL EXPENSES AND EUCUMBRANCES AT THE END OF THE FISCAL YEAR. IF PROPER CLOSING PROCEDURES ARE NOT FOLLOWED IT WILL AFFECT WHETHER OR NOT YOU GET FUNDING FOR THE FUTURE.**
- 3. In addition to d**

Travel Expenses

ASO, ASO Funded Programs, ICC, and student clubs typically travel for conferences, off campus events, and miscellaneous trips. Policies and procedure regarding student travel can be viewed in more detail in the El Camino College Board and Administrative Policies (AP 3400 & AP 7400)

Please work with student development advisors to plan travel. All fiscal pieces will be handled by the accounting assistant

Reporting Expenses

Below are the expenses that must be reported

1. Airfare
 - a. All Airline tickets will be booked through Away We Go Travel
2. Hotel & Lodging
3. Meal/ Per Diem
 - a. Please submit for payment requisition Formstack request for a check advance for all travel with a breakdown of meals
 - b. Per Diem Rates can be found [here](#)
 - c. Please return all receipts and all unused funds to the Student Development Office
4. Registration Fees
5. Transportation
6. Incidentals
7. Miscellaneous travel expense

Resources

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

[El Camino Board and Administrative Policies](#)

[ASO Constitution and Bylaws](#)

[ICC Constitution and Bylaws](#)

[Payment Requisition Form](#)

[Per Diem Rates](#)

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Updates and Modifications to the Handbook

The Student Development Office holds the rights to make any updated or modifications to this handbook in collaboration with the El Camino College Business Office, ASO, and ICC. Updates to this handbook will be communicated to all required to follow the rules and regulation set forth 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](#).