

**EL CAMINO COLLEGE  
ASSOCIATED STUDENTS ORGANIZATION  
MEMORANDUM**

TO: ASO Funded Programs

FROM: Vigneshwar Balaji, ASO Director of Finance  
Gehna Patel, ASO Commissioner of Finance

DATE: February 24, 2021

SUBJECT: New ASO Director of Finance, Commissioner of Finance & Fiscal Services  
Liaison Introduction

A very Happy New Year to all!

It is with great pleasure that we introduce ourselves, Vigneshwar(Vin) Balaji and Gehna Patel, as the New Director and Commissioner of Finance for El Camino College's Associated Students Organization(ASO). Serving as the ASO Director of Finance, Vin will be overseeing fund 71 accounts and managing the budget for ASO and ASO Funded Programs. Serving as the Commissioner of Finance, Gehna will be aiding Vin in overseeing the fund 71 accounts and managing the ASO/ASO Funded Programs' budget.

We also welcome Kristell Villacorta to the Finance team! Kristell will be replacing Hong Tran. At this time, we would like to recognize and thank Hong Tran for her many years of excellent fiscal service to ASO, ASO Programs, ICC, and Student Clubs. On February 1st, Kristell will be the new Fiscal Services Liaison for ASO, ASO Programs, ICC, and Student Clubs. All Formstack document routing and approvals will be going through her. If you have any questions, you can email her at [kvillacorta@elcamino.edu](mailto:kvillacorta@elcamino.edu).

As implemented in Spring 2020, we would like to remind everyone that budget requests for all ASO and ASO Funded Programs will continue to be processed through Formstack. The link to this online form, the "Check and Requisition Request Form," can be found on the ECC website or can be accessed using this [link](#).

Programs are expected to submit purchase requisitions and orders to obtain goods and services for the program. Please avoid using personal credit cards for

Program expenses. 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).

We would also like to take this time to remind you of the upcoming ASO Funded Programs Annual Report. This will be sent out shortly to all our ASO funded programs. It is highly encouraged that ASO Funded Programs complete this report as the ASO Finance team takes this report into strong consideration for budget allocation decisions for our ASO Funded Programs for the next academic year (2021-2022).

If you have any questions regarding any of ASO's financial procedures, Vin and Gehna can be reached through email at [asofinance@elcamino.edu](mailto:asofinance@elcamino.edu). Please feel free to CC our personal emails, [vigneshwar\\_balaji@elcamino.edu](mailto:vigneshwar_balaji@elcamino.edu) and [gehna\\_patel@elcamino.edu](mailto:gehna_patel@elcamino.edu), along with your email to ASO Finance.

For more information regarding ASO's financial procedures, we recommend referring to the [Student Org Handbook](#), [COVID-19 Addendum](#), [ASO Constitution](#), and very soon to come Finance Handbook, which will clearly define the financial processes for ASO, ASO Funded Programs, ICC, and Students Clubs. Being in the final stages of completion, we hope to be distributing this important guiding document to you all soon.

We would like to thank you all for your hard work and dedication towards promoting student success here at El Camino College, and we look forward to working with you all in the coming months!

Sincerely,

Vigneshwar Balaji  
Director of Finance  
Associated Students Organization  
El Camino College

Gehna Patel  
Commissioner of Finance  
Associated Students Organization  
El Camino College