ASLC Budget Proposal Checklist

1 Vendor Application & W9:

> Check with Evelyn Moreno, Staff Assistant of Student Activities & Campus Life to see if the store/restaurant is in our system.

If not, have the store/restaurant complete a Vendor Application, and return it via email at emoreno@peralta.edu.

No business, organization, or company will be setup without a completed Vendor Application.

2 Quotes & Supporting Documents:

> You must submit **ALL** quotes provided by the vendor you plan to work with and Peralta will pay them directly.

> Submitting **ALL** quotes will help ASLC review the estimate cost of your event(s).

ALL vendors must be in our system, in order for us to process payment.

3 Service Contract (ICC):

> Independent Contractor/Consultant (ICC) Services Contract **MUST** be submitted if a service exceeds $600 and above (speech engagement, furniture installation/delivery, catering services etc...)

Please note: ICC forms must be approved by the Peralta Board and can take up to 1 month to process. Therefore, make sure you plan ahead to avoid any delays.

Laney Clubs & Laney Community, after you gather all your supporting documents from steps 1-3:

1. Submit proposal 30-60 days prior to your event to the Office of Student Activities and Campus Life (SACL), via email at emoreno@peralta.edu. (Any missing or invalid documents will delay process.)

2. SACL will submit your proposal to the Associated Students of Laney College (ASLC); therefore, ASLC will notify you when to attend the next ASLC meeting for approval.

3. Attend required ASLC meeting to discuss and answer any questions in regards to your proposal.

4. If your proposal is approved, SACL will process payment.

Please note: Do not spend any money until your proposal has been completely approved. If money is spent prior to approval from ASLC, you will not receive reimbursement.

Any missing or invalid documents will delay approval process. All Laney Clubs & Laney Community must use this project proposal packet, failure to submit will result in delay!