



Laney College



Business & Administrative Services

Fall Semester 2026



Budget and Operations

Budget:

- New Fiscal Year is here! Budget Period: 2027
 - Begin creating requisitions early to ensure timely processing of purchases
 - Review purchasing policies and guidelines!
 - Review your budgets regularly and monitor expenditures closely.
 - Work with your dean/manager to align spending with program and departmental goals.
 - **Traveling to a conference?** Travel Authorizations must be approved before traveling!
 - Expense Reports must be submitted upon your return!
- Questions or need support? Just stop by the Business Office in T-213!

Operations:

- **Keys:** Business Office continues to manage keys
 - Submit requests if you need a key to your assigned room
 - Return any keys you are no longer using!
- **Cashier's Office** and the **Warehouse** continue to serve the campus community
- **Parking** is now required and managed through iParq. For more information, please visit: <https://www.peralta.edu/community-safety/iparq>
- **Copying, Printing, and Mail Service:**
 - Visit <https://laney.edu/business-office/imc> for more information
 - Laney is now also providing these same services to ALL Colleges and the District!
 - Copies for faculty from IMC is now in the library 1st floor (basement level)
- **Campus Lost and Found:** Continues to be at the Welcome Center (A-101)
- **Faculty mailboxes** are still in the Tower lobby but will be moved soon into lower level of the library
- **Business Office** will soon be moving to A-109, date TBD.

Contact Lbusinessoffice@peralta.edu or call 510-464-3228

Campus Safety and Security

Reminder: For ALL emergencies, ALWAYS call 911!

Contact Campus Security at (510) 466-7236, email (dispatch@peralta.edu), or through the Safety App.

Facilities Update

Locker Room Renovations - Looking good and on target to be complete by Summer 2027

Bookstore Relocated A-152 is the new Bookstore and they are open for business!

Library Learning Resource Center - Work ongoing; Expected move in Summer 2028 with completion date: Fall 2028

Good bye Laney Pool! -

Theater Project - Work ongoing. Move-in Summer 2027

Tower Building Staircase - Railing installed.

Tower Relocation: Things are looking good. Several offices have been moved. See the monitor in the Tower Lobby for new locations.

Campus Elevators: With the exception of E building, and the 2nd Tower elevator, all campus elevators are up and running.

Contact: kroberts@peralta.edu



Food Services

Please join us for breakfast

Monday through Thursday from 8:00 am to 10:00 am.

Grill is open 11:30 am - 1:00 pm and from 2:30 pm - 6:00 pm

Made to order burgers and sandwiches. We offer a wide variety of grab and go meals, salads, sandwiches and wonderful bakery creations from the Laney Bakery program.

Cafeteria Hours:

Monday - Thursday (8:00 am - 6:00 pm) Friday 8am-2:30pm

Contact: nburmenko@peralta.edu



BAS Staff Spotlight

Featuring Diana Davaasuren



"Laney has been a very special part of my life. I first came here as a student. And over the years, it has become much more than a college to me. I learned, made lifelong, and found a community that feels like family. I'm grateful to now work here and give back to the community that has given me so much."