



## ASDVC List for Check Request Payment

### Student Life Office

Purchase must be approved in advance, documented, and authorized by ASDVC ICC and Organization/Club. **Pre-approval** for all AS purchases is required, as outlined in California Education Code 76063 for community colleges. By initialing, I acknowledge that I have included the required items with the ASDVC Check Request.

#### Direct Vendor Payment Process

*What is required?*

	<i>Club/Org. <u>Initials</u></i>	<i>Verified by <u>SLO Staff</u></i>
✓ Signature of Club Officer and Organization advisor. (4CD Business Procedure 3.38 Policy on Accounts for Clubs and California Education Code 48933).	_____	_____
✓ Signed IRS W-9 form. (A W9 form is not required if the payee is a Diablo Valley College student or District employee).	_____	_____
✓ Club/organization meeting minutes documenting the approval for the expenditure.	_____	_____
✓ ICC and/or ASDVC approved expenditures, submit minutes with line item budget breakdown.	_____	_____
✓ Invoice from the vendor itemizing the expense(s).	_____	_____

#### Reimbursement

*What is required?*

✓ Club/organization meeting minutes documenting the approval for the specific expense (ICC and/or ASDVC).	_____	_____
✓ Original receipts.	_____	_____
✓ ASDVC Check Request.	_____	_____
✓ Signature of Club Officer and Organization advisor. (4CD Business Procedure 3.38 Policy on Accounts for Clubs and California Education Code 48933).	_____	_____