



2024-2025  
ASCC Financial  
Guidelines

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## Overview, ASCC Financial Code, & District Policy

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The Associated Students of Cerritos College (ASCC) supports Cerritos College students in sponsoring and providing events, activities, programs, scholarships, employment, and resources that allow our community to flourish. Co-curricular and student support services funded by ASCC provide a vibrant college experience for students, allowing hands-on learning and community engagement.

All organizations receiving ASCC funds must adhere to these spending guidelines and processes. It is the requestor's responsibility to follow all policies, guidelines, and timelines provided within this document, and any changes issued in writing (via email) during the fiscal year.

SpendMap is the online purchasing software used by ASCC to process expenditures from ASCC accounts. ASCC accounts are held in a separate bank from District accounts, and because of this the LACOE requisition process is not used. Funds cannot be 'transferred' between ASCC and District accounts.

### 2024-2025 ASCC Fiscal Deadlines

- May 1, 2025     Deadline to submit ASCC Requisition Request Form for those seeking support submitting SpendMap requisitions from the Administrative Clerk III in Student Life & Leadership. Requests are processed in the order in which they are received. Requests submitted closer to the deadline can expect longer processing times.
- May 15, 2025    Deadline for established SpendMap users to submit own requisitions in SpendMap for 24-25 fiscal year, **for both '600' and '250' accounts, that are not** athletics play-off or graduation-related reimbursements.
- May 28, 2025    Deadline to submit ASCC Requisition Request Form for graduation-related reimbursements, and/or deadline to submit own requisitions in SpendMap (for established SpendMap users) for 24-25 fiscal year that are graduation-related reimbursements, and/or all athletics play-off activities. Requisitions that are not graduation or play-off related will be denied.
- June 30, 2025    Deadline for goods ordered to be received in Warehouse, and be applied to budgets.

**All 600 account funds must be expensed during the academic year, and funds do not 'roll over' to following years. Each fiscal year requires a separate funding request, and funding is not guaranteed.** Any unused funds will return to ASCC reserves at the conclusion of the fiscal year.

### Use of ASCC Funds

All expenditures must be related to approved spending identified within the approved budget, and in the manner in which funds were requested. The budget may not be exceeded, and all expenditures must be approved by the ASCC president (or designee) and Dean of Student Services via SpendMap before a purchase order (PO) is issued, and payment is remittable.

All receipts will be audited for appropriate business/organization use by Student Life & Leadership and Fiscal Services.

All ASCC accounts must have an identified 'account manager' that is a Cerritos College staff, faculty, or administration member, such as a Student Organization Advisor or a designated departmental employee. ASCC accounts may have up to 2 account managers, plus a District manager. The 'account manager' is responsible for approving expenditures by signing all claim statements/purchase requests. These individuals must be identified on the "ASCC Funding & Account Acceptance of Terms" signature sheet, which is to be submitted to and kept on file with Student Life & Leadership.

### Types of Accounts

There are two main types of ASCC accounts, those allocated funds by ASCC on an annual basis, called '600' accounts, and those which are fundraising accounts which are held in trust by the ASCC, called '250' accounts. The following is a brief description of the account types:

- 600 Accounts
  - Allocated on an annual basis, and funds do not "roll over" to the next fiscal year (July 1-June 30).
  - Funding request window is typically January-February of the prior fiscal year.

- The ASCC Budget & Finance Committee reviews funding requests and develops a tentative budget, which is presented to the ASCC Cabinet and Senate.
- Funds are voted on and approved each April/May by the ASCC Cabinet and Senate, which determines the final budget for the following year.
- 250 Accounts
  - Student organization trust accounts as defined by [California Education Code](#). Funds are held in an ASCC bank account, with oversight by the District.
  - Student clubs and organizations may create a “250 account” to hold money collected through dues, fundraising, or other deposits.
  - Funds “roll over” to subsequent years. If a club is inactive for 3 or more semesters, 250 accounts will be closed, and money deposited into the ASCC reserves.
  - All guidelines within this document apply to 250 accounts, including deadlines.

## Line Item Transfers

For funds allocated by the ASCC through 600 accounts, the funds must be spent in the way they were requested and approved. Should an organization or department wish to change line items (i.e. did not go to a conference, so would like to host an event instead), they may do so only with the approval of the ASCC Senate.

To seek approval, organizations/departments must work with a current ASCC Senator to write legislation about the requested change, and present it to ASCC Senate for a vote. This process may take 3-6 weeks until the final vote and funds can be re-purposed. If there are questions about this process, or to consult, please contact the Dean of Student Services.

## ASCC Financial Code

The ASCC By-laws section IV Financial Code governs the financial matters of the ASCC. The code can be found online via [this link](#).

## Requisition Request Form

Nearly all ASCC expenditures, except paying a stipend to a Cerritos College employee (see page 8), must be processed through SpendMap. ASCC account holders may request a SpendMap user account from the Dean of Student Services if they wish to process their own requisitions.

For those who would like assistance submitting requisitions by the Administrative Clerk III in Student Life & Leadership, please complete the Requisition Request Form (in **FalConnect**).

If your area is an infrequent user of SpendMap, it may be easier to use this form, so you do not have to ‘relearn’ using that system. This form will allow you to provide account information, expenditure information, and attach documentation. The Admin Clerk III will complete the requisition on your behalf, including obtaining Adobe Sign signatures if requested.

**Subsequent communication about your Requisition Request Form will be sent via FalConnect within the form submission.**

By utilizing FalConnect all communication will be documented and timestamped, and easy to review.

## Cerritos College District Policy

Approved funds must follow all related District policies. Applicable policies to review include (but are not limited to):

- [AP 4300 – Field Trips and Excursions](#)
- [AP 6900 - Travel](#) - Note: For ASCC-Funded student travel, funding for food is allowed on approved 1-day trips.
- [BP 5500 – Standards of Student Conduct](#)
- [BP 5420 – Associated Students Finance](#)
- [AP 5420 – Associated Students Finance](#)

## Using AdobeSign for Signatures

Use of AdobeSign for signatures is preferred and will help you gather and track signatures/approvals along the process.

If you are utilizing the ASCC Requisition Request Form, the Admin Clerk III can assist in routing claim statements and W-9's (as applicable) to parties. To expedite the processing of your requisition, providing a fully completed claim statement and W-9 (as applicable) to your form can cut down 3 or more business days from processing time. Below are instructions on using our templates.

### Signatures Required on Each Claim Statement:

1. Payee – who the check is being made out to
2. Club Advisor or Department/Division Manager
  - a. For Clubs – it is one of the Advisor(s) on record
  - b. For departments, divisions, campus initiatives – it's the management employee (not faculty or staff) responsible for the area
3. ASCC Student approver – an ASCC representative, either the President or Vice President:
  - a. Ashley Yim, ASCC President – [ayim@cerritos.edu](mailto:ayim@cerritos.edu)
  - b. Fatima Oregon, ASCC Vice President – [foregon@cerritos.edu](mailto:foregon@cerritos.edu)
  - c. Serafina Chun, ASCC Chief Justice – [schun@cerritos.edu](mailto:schun@cerritos.edu) (through mid-September 2024)
  - d. NOTE – you can utilize any of the emails above for the ASCC Student approver section.
4. Dean of Student Services – Elizabeth Miller – [emiller@cerritos.edu](mailto:emiller@cerritos.edu)

### Requesting Signatures in AdobeSign

Templates are provided in AdobeSign to make this process easier for you. Employees of Cerritos College have access to Adobe Sign licenses allowing them to request signatures from others within and outside of our campus. Here are the steps for requesting signatures utilizing our pre-set templates.

1. Log in to <https://cerritos.na2.documents.adobe.com/account/home>
2. In the center of the page select "Start from library"
3. Select "Templates" from the left menu
4. Under "Shared Templates" select one of the following forms, based on your type of requisition, and select "Start":
  - a. ASCC FUNDS CLAIM STATEMENT no W-9
    - i. This is for reimbursements
  - b. ASCC FUNDS CLAIM STATEMENT with W-9
    - i. This is for taxable income – scholarships, awards, stipends, honorarium, etc.
5. Add each recipient required to the 'Recipients' section, in order:
  - a. Payee (can be on or off-campus people, Cerritos.edu email not required)
  - b. Club Advisor or Department/Division Manager
  - c. ASCC Student Approver
  - d. Dean of Student Services
  - e. OPTIONAL: You may add "CC's" to this area, and these folks will receive a copy of the completed form once all parties have signed. The sender of the form will also receive a copy.
6. Edit the Message title to better reflect your submission. For example:
  - a. Jones – Reimbursement for Falcon Day Supplies
  - b. Dela Cruz – ASCC Leadership Scholarship
7. Add any supporting documentation, such as receipts, flyers, sign-in sheets to the "Files" section. You can drag files from your computer to this section to upload.
  - a. NOTE: Itemized receipts are required for reimbursements. Reimbursements with food require an event flyer or agenda, and a sign-in sheet.
8. Check off "Preview & Add Signature Fields." Hit Next.
9. From this page you can preview the form and make sure all signatures are in the right locations. Boxes can be adjusted by dragging/dropping if necessary.
10. When complete, select "Send" on the right hand menu.

At any time you can log into AdobeSign to view the progress of the document in the "Manage" tab on the home screen. You can also use that screen to send and/or set reminders to folks who have not signed yet. Once the form is complete with all signatures, a PDF copy will be emailed to the sender and all signatories.

# Expenditures

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## Requisition Procedure

1. Have (approved) funds available in the account. (Be sure to record/remember your account number and account name)
2. **Collect all the required supporting documentation.** Please refer to the following section for types of supporting documentation needed for various expense types.
3. **Create/enter a requisition in SpendMap** (process detailed in next section).
  - a. Attach an electronic copy of all supporting documentation within the requisition.
  - b. Submit/process the requisition.
  - c. For assistance submitting requisitions by the Administrative Clerk III in Student Life & Leadership, please complete the Requisition Request Form (in FalConnect). The form will allow you to provide account information, expenditure information, and attach documentation. The Admin Clerk III will complete the requisition on your behalf, including obtaining Adobe Sign signatures if requested.

### ***Processes after requisition is submitted in the SpendMap system:***

4. The requisition is routed for approvals internally by **Student Life & Leadership**. Depending on the account there are 2-3 approvers (i.e. department manager, ASCC representative, Dean of Student Services).
5. After the requisition has completed all steps of the approval process, **Procurement** will process the requisition into a Purchase Order (PO) and forward to the vendor/supplier for the requested goods/services.
6. The PO number is provided to **Accounts Payable**, and payment may be issued if all supporting documentation is present.
  - a. If a quote was received, a final invoice must be provided to issue payment. Write the requisition number and/or PO number on the invoice, sign it, and email to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu).
  - b. Payment is issued only after goods are received and/or services rendered.
  - c. After creating a check, it is signed by two college managers in Fiscal Services. Then the check is mailed to the payee and/or held at the Payroll window (if payee is Cerritos College employee, and the Payroll window is open).

The entire process typically takes at least 5-10 business days from submission of requisition in SpendMap to availability of check/payment, ***if*** requisition is entered properly and all supporting documentation is present.

Please note that if utilizing the ASCC Requisition Request form process, requisitions are not created by the Admin Clerk III until all signatures are obtained on claim statements. Add 3-5 business days processing to account for signature workflow. To expedite the process, those submitting the form can attach a fully signed claim statement (following steps on page 5) to their request, removing that delay from the process.

## FalConnect Requisition Request Form

FalConnect will replace the former FalconSync system beginning July 2024. FalConnect is the student engagement management platform used for ASCC and Clubs/Orgs, including forms related to ASCC funding.

By submitting this form, the Administrative Clerk III, Nikki Jones, in Student Life & Leadership will process your requisition for you through SpendMap. For expenses requiring a claim statement, Ms. Jones will send the claim statement for signatures via AdobeSign. Requisitions are not entered, and the payment timeline initiated, until the claim statements are fully signed.

To access your department budget and the requisition request form, follow these steps:

1. Log into FalConnect. FalConnect is accessed via your Single Sign-On (SSO) Portal:



2. Select your department or student club/organization from the "Groups" dropdown on the top navigation bar, or "My Groups" in the left-hand menu.
3. Click the "Manage" button in the top menu, immediately right of your Group's name.
4. Click on "Money" and "Accounting Book" from the left menu.
5. Check your Account Balance.
  - a. You can view your balances in the first table of your "Accounting Book". Please make sure to view your balances before submitting the Requisition Request Form.
  - b. As you submit requisition request forms, your balance will be adjusted. If you are submitting your own requisitions in SpendMap, it will not reflect on this budget.
  - c. *\*Please note that the budget reflected in FalConnect is based on expenses reported via the Requisition Request Form. Any revenue and/or fundraised money in 250 fundraising accounts may or may not be recorded in FalConnect. If there are any discrepancies in the FalConnect budget tool, please contact [cdelacruz@cerritos.edu](mailto:cdelacruz@cerritos.edu).*
6. Select the "Payment/Budget Request" button in the 'Transactions' area of the screen.
7. Complete the Payment Request. Please see below for instructions to complete this form:
  - a. Budget: Select the account from which you are requesting payment or reimbursement from
    - i. Options: 250 Fundraising Account, 600 ASCC Allocation Account
    - ii. Note: Do not select DEFAULT (DO NOT USE)
  - b. Transaction Type:
    - i. Purchasing/Spending: Select this if you are submitting the Requisition Request Form to pay an invoice
    - ii. Reimbursement: Select this if the items have already been purchased and you are seeking reimbursement
  - c. Description: Type a short description of your expenditure. You will need to type another description later in the process
  - d. Revenue/Expense: EXPENSE must ALWAYS be selected. Do not attempt to report any revenue through FalConnect.
  - e. From Allocated: Enter the total amount for the expenditure
  - f. From Group Funds: This must always remain at \$0
  - g. Additional Notes: Feel free to enter any additional notes you would like to include.
  - h. Select Next.
8. Complete the Requisition Request Form
  - a. The form will walk you through what supporting documentation is required to submit your request.

If you have problems accessing or using the Requisition Request Form please contact Chris Dela Cruz ([cdelacruz@cerritos.edu](mailto:cdelacruz@cerritos.edu)) or Nikki Jones ([njones@cerritos.edu](mailto:njones@cerritos.edu)).

## Expenditure Types and Documentation Needed

All requisitions must have appropriate supporting documentation in order to be processed. The following types of supporting documentation are required for each type of expenditure, and the estimated amount of processing time is also provided. All forms are available on the [ASCC Forms Website](#). Detailed information on the requisition procedures and use of SpendMap are available in the SpendMap Training Manual provided by Student Life & Leadership.

Submission timelines below assume steps 1 through 4 of the requisition procedure described above are complete. Timelines are estimates, and **submissions during late-April and May should extend expected processing time by 1-3 weeks.**

### Requisition of Goods

Submit at least 2-3 weeks prior to date goods are needed on campus. Actual timing of delivery will vary based on vendor.

- An original, current itemized quote showing what is to be purchased. This is a listing of items requesting to be purchased. This may be in the form of a screen shot of an online 'shopping cart' that identifies items and costs (and tax/shipping if applicable). Include live hyperlink to site in SpendMap request.
  - NOTE: Quotes should be current and not expired. Some vendors call quotes 'pro forma invoices' – these documents are not final invoices and are only a preliminary estimate of costs.
- If a new payee/vendor, a completed W-9 form. A vendor list is kept on file in Student Life & Leadership if you would like to see if their documentation is on file.
- After the goods are delivered, an **invoice** must be signed by a management employee, have the PO # written on it, and be emailed to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu). Checks are not provided unless a signed invoice is provided to Accounts Payable.

### Requisition of Services

Submit at least 3-4 weeks prior to date services are needed. Provide additional time for more complicated requests (i.e. banquet contracts, multi-day services, etc.).

1. A 'Request for Contract' Form (available on the [Purchasing Forms website – submit via AdobeSign](#)) must be completed and sent to Ramona Mellgoza, Buyer, at [rmellgoza@cerritos.edu](mailto:rmellgoza@cerritos.edu), with a cc to Nikki Jones, Administrative Clerk III, [njones@cerritos.edu](mailto:njones@cerritos.edu).
  - a. Attach to the email an itemized quote, and/or details on the service
  - b. If a new payee/vendor (or payee with a new address), attach a completed W-9 form.
  - c. Purchasing will issue the contract/agreement, and once they received the signed contract/agreement back from the vendor and the District signs, Purchasing will forward the completed contract to the requestor (and cc Student Life & Leadership).
2. Submit a SpendMap requisition and/or the ASCC Requisition Request Form and attach a copy of the RFC submitted to Purchasing.
3. After services are rendered, send a copy of a signed invoice and/or a signed claim statement (with the PO # written on it) to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu).

### Honorariums/Speakers/Presenters

This is the same as 'requisition of services.' Submit at least 3-4 weeks **prior to date services are needed**. Provide additional time for more complicated requests.

1. A 'Request for Contract' Form (available on the [Purchasing Forms website](#)) must be completed and sent to Ramona Mellgoza, Buyer, at [rmellgoza@cerritos.edu](mailto:rmellgoza@cerritos.edu), with a cc to Nikki Jones, Administrative Clerk III, [njones@cerritos.edu](mailto:njones@cerritos.edu).
  - a. Attach to the email an itemized quote, and/or details on the service
  - b. If a new payee/vendor (or payee with a new address), attach a completed W-9 form.
  - c. Purchasing will issue the contract/agreement, and once they received the signed contract/agreement back from the vendor and the District signs, Purchasing will forward the completed contract to the requestor (and cc Student Life & Leadership).
2. Submit a SpendMap requisition and/or the ASCC Requisition Request Form and attach a copy of the RFC submitted to Purchasing.
3. After services are rendered, send a copy of a signed invoice and/or a signed claim statement (with the PO # written on it) to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu).



## Scholarships/Awards

Submit at least 2 weeks prior to date check is needed. For awards issued at the end of spring, processing time is 4-5 weeks due to high volume.

- A completed ASCC Claim Statement – with signature of the payee, account approver (either Club advisor, or department management employee), ASCC student leader, and Dean of Student Services. See page 5 for AdobeSign instructions.
- A completed W-9 form. Scholarships, awards, prizes, etc. are taxable income and will be reported as such. All recipients must be able to submit a W-9 with a SSN or TIN in order for the District to cut a check. If this is not possible, consider awarding a gift card (see below).

## Stipends

Stipends are issued at times to College employees or students for service, as approved in ASCC funding requests. Submit at least 2 weeks prior to date check is needed, for College employees the stipend will be added to a future paycheck (no separate stipend check is provided).

### *Stipend for non-employee*

- A completed ASCC Claim Statement (ASCC FUNDS CLAIM STATEMENT with W-9) with signature of the payee, account approver (either Club advisor, or department management employee), ASCC student leader, and Dean of Student Services. See page 5 for AdobeSign instructions.
- A completed W-9 form. Stipends are taxable income and will be reported as such. All recipients must be able to submit a W-9 with a SSN or TIN in order for the District to cut a check. If this is not possible, consider awarding a gift card (see below).

### *Stipend for Cerritos College employee*

Stipends for employees are processed through Payroll, and SpendMap requisitions should not be completed.

- A completed ASCC Claim Statement (ASCC FUNDS CLAIM STATEMENT no W-9) with signature of the payee/employee, account approver (either Club advisor, or department management employee), ASCC student leader, and Dean of Student Services. See page 5 for AdobeSign instructions.
  - For those requesting assistance from the Admin Clerk III, a Requisition Request Form may be submitted and Nikki will process the AdobeSign claim statement and provide to Payroll after all signatures are received.
  - For those completing your own claim statement, after the Dean of Student Services electronically signs the claim statement and receives the final PDF copy, it will be processed to payroll.
- **NOTE:** When providing stipends to employees, tax will be deducted from the stipend amount provided to the employee. In addition, the account will be charged the fringe costs associated with employees, and clubs/departments must take **that additional cost into account for their overall budget.**
  - For faculty and staff assume 23% of the stipend cost to be added as fringe. For example:
    - Faculty member Leslie Knope received a stipend of \$300. The cost hitting the department account for the stipend will be about \$368.00.
  - For short-term hourly assume 10% of the stipend cost to be added as fringe. For example:
    - Student David Rose received a stipend of \$100, the cost hitting the department account for the stipend will be about \$110.00.

## Reimbursements

**Purchasing items in advance and seeking reimbursement is to be done at the risk of the requestor**, and is discouraged in most cases. The requestor may be denied reimbursement for failure to provide original, itemized receipts, purchasing items not approved or allowable, and/or submitting reimbursement requests after the deadline (i.e. travel).

It is strongly preferred a requisition of goods/services is completed in advance through the ASCC/District, so the requestor does not pay out-of-pocket and risk is reduced. If there are questions about reimbursement, it is the responsibility of the payee/requestor to inquire in advance.

Submit immediately after purchase, allow 1-3 weeks for reimbursement to be processed after submission of requisition in SpendMap.

- Original, itemized receipt(s) showing what was purchased/paid for. It must be clear what the method of payment was (cash, check, credit), and who paid for the item.
  - For purchases from a brick & mortar store, keep the original receipt in your possession, as it may be requested by Accounting, and is often needed when the District is audited. It proves that goods purchased were not returned after reimbursement was provided (ensures fraud does not occur).
- A completed ASCC Claim Statement – with signature of the payee, account approver (either Club advisor, or department management employee), ASCC student leader, and Dean of Student Services. See page 5 for AdobeSign instructions.

## Reimbursements with Food Expenses

Submit immediately after purchase, allow 1-3 weeks for reimbursement to be processed after submission of requisition in SpendMap.

- Original, itemized receipt(s) showing what was purchased/paid for. It must be clear what the method of payment was (cash, check, credit), and who paid for the item.
  - For purchases from a brick & mortar store, keep the original receipt in your possession, as it may be requested by Accounting, and is often needed when the District is audited. It proves that goods purchased were not returned after reimbursement was provided (ensures fraud does not occur).
- A completed ASCC Claim Statement – with signature of the payee, account approver (either Club advisor, or department management employee), ASCC student leader, and Dean of Student Services. See page 5 for AdobeSign instructions.
- A copy of an event flyer or meeting agenda AND a sign-in sheet of those who attended.

### Important Notice on Sustainability

Per the District's 'Break Free from Plastic Pledge' the District (and ASCC) will not reimburse for single-use plastic items including:

- Bottled water, soda, juice, etc. Any beverage in a single-use plastic container.
  - Look to purchase items in aluminum cans or boxes (i.e. juice)
- Plastic cutlery (forks, knives, spoons, etc.)
  - Look to purchase sustainable items, such as corn-based products

## Gift Cards

Gift cards are to be considered as cash, and may be considered taxable income. Failure to abide by guidelines below will lead to department/club restriction from purchasing gift cards. All gift card purchases will be audited.

Gift card guidelines:

- Gift cards must be purchased and used for a specific event or activity, and not for general use.
- Gift cards must be used in the fiscal year they were purchased. Gift cards must be distributed within 60 days of when they are purchased.
- Gift cards may not be purchased through open/blanket PO's. Each gift card purchase will require its own requisition/PO.
- No additional cards may be purchased until all prior purchased gift cards are distributed, and required supporting documentation provided to Accounts Payable (see below for documentation needs).
- If there are undistributed cards after the event/activity, they must be surrendered to the Student Life & Leadership Office within 60 days of the purchase of the cards, and no later than June 30<sup>th</sup>. Surrendered cards will be utilized for future ASCC-sponsored events.
- Departments must identify one person to serve as "the custodian" of the gift cards, who will retain custody of the cards and be responsible for the audit spreadsheet. Non-distributed cards must be kept in a locked box in a locked file cabinet/drawer. It is the club/department's responsibility to ensure the gift cards are secured and recorded properly.

Required documentation (**Gift Card Audit Spreadsheet**) for gift cards must contain the following columns:

1. Department/Club Name

2. Department/Club ASCC Account Number
3. Gift card name
4. Gift card number
5. Amount
6. Date given out
7. Recipient name
8. Student ID (if student)
9. Purpose – what was the gift card distributed for (list the specific event or activity in which it was distributed for, including the date if applicable)

The completed Audit Spreadsheet (one spreadsheet per Purchase Order #) is due to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu) within 60 days of the purchase of the gift cards, and no later than June 30<sup>th</sup> (whichever is sooner). If there are remaining cards, they must be surrendered to the Student Life & Leadership Office within 60 days of the purchase of the cards, and no later than June 30<sup>th</sup>. Surrendered cards will be utilized for future ASCC-sponsored events.

- Pre-purchase
  - Submit a SpendMap requisition with a quote or sample shopping cart (i.e. Amazon), and cards will be purchased through the Procurement department.
  - The department/club is responsible for providing the completed Gift Card Audit Spreadsheet is due to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu) within 60 day from date cards are received, and no later than June 30<sup>th</sup> (whichever is sooner).
- Reimbursement
  - Original, itemized receipt(s) showing what was purchased/paid for. It must be clear what the method of payment was (cash, check, credit), and who paid for the item.
    - For purchases from a brick & mortar store, keep the original receipt in your possession, as it may be requested by Accounting, and is often needed when the District is audited. It proves that goods purchased were not returned after reimbursement was provided (ensures fraud does not occur).
  - A completed ASCC Claim Statement (see page 5)
  - The completed Gift Card Audit Spreadsheet
- The Cerritos College Bookstore offers gift cards for purchase. Departments may set up accounts with the bookstore, that allow employees to purchase gift cards and the department will be billed against a Purchase Order (PO). Department accounts must be established annually with the Bookstore, and can be done by visiting the bookstore to speak with the Bookstore Manager, Rosie Alvarez, or emailing her at [r.alvarez@follett.com](mailto:r.alvarez@follett.com).
  - **Prior to opening the bookstore account, departments must establish a PO through Procurement that is specific to the event/activity the cards are being purchased for.**
    - For supporting documentation in the SpendMap requisition, provide a statement from your manager on Cerritos College letterhead that states the department name, purpose of the gift card PO (i.e. the event the cards are for, how they will be distributed), and total amount requested. The department manager should sign this document. This lets the requisitioner and the Bookstore know the PO is approved at the department level.

## Shipping/Receiving of Items

**All goods ordered online must be shipped to the District Warehouse, and not to an individual's home.** Reimbursements may be denied if goods are not shipped to the proper location – the Warehouse.

When ordering, ship your items to:  
 11051 166th St.  
 Cerritos, CA 90703

As soon as possible after placing your order, submit your reimbursement request following the steps identified above. A requisition must be entered so that Purchasing can issue a PO, which allows the Warehouse to release the items when they arrive. Delaying processing a requisition will result in a delay of the items being released from the Warehouse.

## ASCC Sponsored Travel

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All travel requests should be initiated 6-8 weeks prior to travel, and forms/documentation submitted no later than 45 days prior to travel to the Student Life & Leadership Office. All Cerritos College employees and students traveling under ASCC funding must follow applicable District policies, including following established timelines and submitting required forms.

All travel requisitions (with the exception of Athletics), must be processed by Student Life & Leadership staff.

All ASCC sponsored travel must have at least one faculty/staff advisor who will travel with the students, and assume responsibility for ensuring District policy and procedure is followed.

### Travel Process

#### STEP ONE: ADVISOR(S) COMPLETE DISTRICT “CONFERENCE & TRAVEL REQUEST FORM”

All District Travel forms and information for employees can be found on the [Accounting Department website](#). For ASCC Sponsored Travel the “Conference and Travel REQUEST Form” must be completed by all employees participating in travel.

Notes on completing the form for student group travel:

- Part III: Estimated Expenses
  - Include the cost of travel for all students and advisors traveling for each expense area. Under “Describe Other” write that the form includes advisors and students. For example “Costs include 1 advisor and 5 students”.
- Part IV: Approval and Authorization
  - Include all signatures – attendee, manager, VP, and President (if applicable).
  - Use AdobeSign to complete this process. [View this page](#) on how to request signatures in AdobeSign. It is similar to instructions on page 5 of this guide, however instead of starting from a template select “Request e-signatures” after logging in. From there you can attach your completed Conference and Travel REQUEST Form, add appropriate signatories, and use “Preview & Add Signature Fields” to make sure the signature areas are in the correct spot. The right-hand menu provides options for fields to include.

After you have this form completed, save it so you will be ready for Step Three.

#### STEP TWO: PREPARE ASCC STUDENT TRAVEL - TRAVELER INFO & ELIGIBILITY FORM

On this [Student Travel Excel sheet](#) you will provide the names, ID #'s, and any related travel details for hotel (roommates) or airfare (date of birth and gender) for all students and advisors traveling.

This sheet will be submitted in the next step.

#### STEP THREE: SUBMIT THE “ASCC SPONSORED STUDENT GROUP TRAVEL FORM” IN FALCONNECT.

In this [form](#) you will:

- Provide travel/conference/trip details
- Attach each traveling Advisor’s completed (with all signatures) “Conference & Travel REQUEST Form”
- Attach completed “ASCC Student Travel – TRAVELER INFO & ELIGIBILITY FORM”
  - This must be submitted as an Excel spreadsheet, do not convert to PDF, JPG, etc.

**Subsequent communication about the ASCC Sponsored Student Group Travel Form will be sent via FalConnect within the form submission.** To view the progress of your submission, log in to FalConnect and click on the icon with your initial on the top right-hand side. A menu will appear and select “My Submissions” to find your form. By clicking on the eye icon of your submission, your form will open up and you will be able to see comments, communicate with the Admin Clerk and Student Life & Leadership Coordinator, and attach any revised documents that may be needed. By utilizing FalConnect all communication will be documented and timestamped, and easy to review.

#### **STEP FOUR: STUDENT LIFE & LEADERSHIP APPROVAL**

1. Admin Clerk III reviews Traveler Info & Eligibility Form.
  - a. If any students are found ineligible a note will be sent to the Advisor **via FalConnect through the pending form submission**. The Advisor has 5 business days to make any additions to the sheet, after 5 business days the roster locks.
    - i. To be eligible for ASCC Sponsored Travel students must have paid their current Student Life & Leadership Fee, be enrolled in at least 5 units, and have a 2.0 or higher. For an exception request of the 5 unit or 2.0 GPA requirement, email the Dean of Student Services a brief statement on how the activity will benefit the student's academic progress at the College. Exceptions will not be made for the Student Life & Leadership Fee.
  - b. Once clear, Admin Clerk III approves Eligibility section of form.
2. Student Life & Leadership Coordinator messages Advisor through FalConnect to alert that eligibility is cleared and Travel Liability Forms are required for all students.
  - a. Student Life & Leadership Coordinator will email Travel Liability Forms via AdobeSign to all students approved to travel, and cc Advisor.
3. Once all student liability forms are submitted, Student Life & Leadership Coordinator will issue final approval for travel.

#### **STEP FIVE: CLEAR TO SUBMIT REQUISITIONS**

Club is now clear to submit Requisition Request Forms to arrange travel (conference registration, flights, hotel, meal money advance, etc.). Separate RRF forms are needed for each vendor/payee.

#### **STEP SIX (AS APPLICABLE): OVERNIGHT POST-TRAVEL DOCUMENTATION**

Due to Clery Act/Title IX reporting requirements, trips sponsored by the College or ASCC must report the location of overnight stays and the names of students who stayed in each room/location.

Following completion of travel, the Advisor must provide a roster of attendees and which room number they stayed in (or campsite number). This information must be provided to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu) within 3 business days following the travel, and any Advisor reimbursement for travel will not be processed until the documentation is provided.

For documentation it is recommended you utilize the final "Student Travel Excel Sheet" entered in your FalConnect submission, and add in the specific room numbers to the 'Hotel Info' column. All other information needed by Accounting/Campus Police for reporting is already included in that form.

## Meals

ASCC funds may be spent on meals during travel, as approved. Meals not included with conference costs may be reimbursed (preferred), or advisors may request a meal money cash advance.

ASCC has revised its Bylaws to remove meal amount limits, and therefore the District meal amounts will apply, as found on lines 118-144 of [AP6900 TRAVEL](#). Payments for reimbursements (with itemized receipts) shall be reimbursed at no more than \$80.00 per day. Payments for per diem without itemized receipts shall be reimbursed at no more than \$17 for breakfast, \$18 for lunch, and \$34 for dinner (\$69.00 total).

The meal costs withing the AP are maximum amounts that can be spent, and do not indicate they are required amounts for meals, or guarantee reimbursement. Advisors are responsible for budgeting travel costs appropriately with approved and allocated 600 account funds, or available 250 account funds. Available funding may vary, and the Advisor and/or students will be personally responsible for any costs that exceed available funds, and will not be reimbursed beyond what is available/allocated or allowable under District policy.

## Meal Money Advance

Advisors may request a cash advance for meal money, through submission of a SpendMap requisition with an ASCC Claim Statement, **at least 2 weeks prior to travel**. The claim statement must include a roster of students, and information on the number of meals provided (itemized breakdown). Meal money advances will not be provided after the fact (after travel has occurred).

The meal money advance (check) is made in the Advisor's name, and they must cash the check in order to issue the cash funds to students. Meal money cash advances are done at the risk of the advisor.

If utilizing itemized receipts for the higher meal allocation (max of \$80/day) it is the advisor's responsibility to collect receipts from students, and submit all receipts and remaining cash back to the Accounting/Payroll window within a business day of returning from the trip. The submission must clearly indicate how much each student spent, and the total must match the receipts. It is the advisor's responsibility to ensure the amounts on the receipts, along with any remaining cash, equal the same amount as the check issued to them in advance.

Alternatively, advisors may have each student sign the Meal Money Advance form, to confirm they were issued the total amount of per diem meal money (max of \$69/day) for their trip in cash by the Advisor. In this case the Advisor must submit this form to the Accounting/Payroll window within one business day of returning from the trip. The Advisor is responsible for ensuring the amount of the advance provided matches the number of students (and amount issued). If fewer students travel, the Advisor is responsible for returning any unused funds along with the signature sheet.

## Post-Travel Reimbursements

**Travel reimbursement claims must be submitted no later than 30 calendar days after the travel occurs, or by June 30, 2025 (whichever is sooner)**. Reimbursements may be submitted per payee, and can include reimbursements for meal money, shuttle/Uber/taxi costs, mileage, hotel costs not prepaid by the District, etc. **Forms submitted after 30 calendar days, or forms that are incomplete and do not include necessary itemized original receipts, will be denied for reimbursement.**

It is the payee's responsibility to submit for reimbursement within the established timeframe, and it is the Advisor's responsibility to share this information with their student group/organization members and travelers.

If your travel occurs after the Fiscal deadlines (May 1 for Requisition Request Form submission, or May 15 for self SpendMap requisition submission, contact Nikki Jones, Admin Clerk III, to discuss a deadline to provide documents related to reimbursement.

Steps to reimbursement (for the payee – the one being reimbursed):

1. Submit a Requisition Request Form, or SpendMap requisition, per payee to process the reimbursement.

Documentation to include:

- a. A completed ASCC Claim Statement – with signature of the payee, account approver (either Club advisor, or department management employee), ASCC student leader, and Dean of Student Services.
- b. Original and itemized receipts.
  - For meal money - on each receipt, write the date and meal it corresponds to (i.e. 4/17/24 lunch) and the names of those who it pertains to. If the meal cost is for the entire group, a printed list of the group is allowed (should space not permit writing names on a receipt). For each receipt, it must be clear what day and meal the receipt is for, and who the costs are attributed to.