

CHABOT COLLEGE

Disbursement of Co-Curricular Funds

Purpose

The establishment of Trust Funds for co-curricular activities is authorized by Board Policy 5440 and specifically in Administrative Rules and Procedures 5440. This procedure outlines the steps to be taken when requesting the disbursement of Co-Curricular Trust Funds. Co-Curricular Trust Funds are to be used to support the purposes of the specific activity for which they have been established.

Procedure

To disburse Co-Curricular Trust Funds a *Co-Curricular Request for Funds* form must be completed. These forms are available at the College Business Office. The request may be for the payment of an invoice directly to a vendor, reimbursement for expenses incurred by staff or students or an advance of funds to purchase goods or services.

Complete the *Request for Funds* form as follows:

Date: Enter date of the request
Check Payable To: Enter the name of the payee
Disburse Check To: Address where the check is to be mailed
Invoice # and Date: Enter the invoice number and date if payment is to a vendor
Description: Enter a brief description of the goods or services
Example: costume materials
Amount: Dollar amount to be paid

Co-Curricular Account

Name of Co-Curricular Fund

Signature of appropriate Dean or manager

Signature of appropriate Vice President

Supporting documentation:

Payment to a vendor Attach the original invoice to the back of the *Request for Funds*

Reimbursement Attach the original receipt(s) to the back of the *Request for Funds*

Advance If available, supporting documentation should be attached to the back of the *Request for Funds*; however all funds will have to be account for by the submission of original receipts as soon after the purchase as possible.

After the *Request for Funds* has been completed with all necessary signatures and supporting documentation it may be submitted to the College Business Office. Please allow five working days to process the request.

Request for Funds will be processed only if there are sufficient funds in the Co-Curricular account.