**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?**

- ✔ Signature of Club Officer and Organization advisor.

- ✔ 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).

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<th>Club/Org. Initials</th>
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### 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.

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