L ey College

Expen Report
-Matriculation-
Dean Tina Vasconcellos

Graduation 09

NO	Vendor	Invoice#	Description/Item	Total
1	Chef's Touch	4207	Provided Food & Beverage for 200 people after graduation	**$2,971.60**
2	Precision Graphics	39201	Graduation Programs	**$4,774.13**
3	Laney College Culinary Arts	A104	Provided plates and utensils for 200 people	**$63.66**
4	Initiatives	509-2	Commencement Program Booklet, Honors & Awards Banquet Invitation /Envelope, Honors & Awards program brochure and insert	**$1,530.00**
5	Precision Graphics	39323	400 Honors & Awards Banquet programs	**$1,205.06**
6	Jostens	13601432	200 Cover	**$1,688.44**
7	Tony Owen		Background music for Honors & Awards Ceremony	**$300.00**
8	Follett: Laney College Bookstore	22581519-0609	Faculty & Trustee Regalia	**$2,979.38**
9	Vukani Mawethu		Musical Services at Graduation	**$500.00**
10	Paramount Theatre	110920		**$5,900.00**
11	Precision Graphics	39264	350 Honors & Awards Banquet Invitations/Envelopes	**$784.71**
12	Connie Hubbell		Provided Flowers for stage at paramount	**$884.00**
13	Mylaan Entertainment	101	Performance The National Anthem	**$300.00**
	Total Expenses			**$23,880.98**

Item 6

COA Commencement	2009	
Service/Item		
Campus Support Services (custodian and AV OT)	$ 2,500.00	
Additional AV Equipment rental	$ 2,500.00	
Interpreter for Hearing Impaired	$350.00	
Diploma Covers*	$ 1,000.00	
Commencement Programs	$ 1,800.00	
Balloons/Decorations	$725.00	
Flowers	$500.00	
Rentals - Chairs	$785.00	
Piano Tuning	$160.00	
Rentals - Regalia	$1,200.00	
Miscellaneous	$250.00	
Speaker (transportation)	$150.00	
Total Amount:	$11,920.00	
*Associated Students expenditure		

BERKELEY CITY COLLEGE STUDENT SERVICES 2008-2009 BUDGET

ACTIVITY 645000 ST PERS ADM-VPSS **8-01-841-1-645000-0000-00**

OBJECT 5702	Tax-able	DESCRIPTION GRADUATION EXPENSES	EXPENDITURES	BT/Credit	Beginning BALANCE $6,000.00
		Follet Bookstore 2009 Announcements $1437.60 25 Honor Cords @ $7.99 each $199.75	$1,796.99		$4,203.01
		Entertainment-Pinderhughes Catch 22 Trio	$250.00		$3,953.01
		Catering Services-Andronico's	$965.00		$2,988.01
		Jones Awards-150 Diploma Covers	$920.63		$2,067.38
		Bay Area Rapid Press- Graduation Program	$1,020.68		$1,046.70
		Darling Flower Shop	$54.88		$991.82
		Misc. Supply Expenses (Cups, Napkins, Plates, Ice Labels, Vases, etc.)	$284.00		$707.82
		Parking Permits (23 @ $20 ea)	$460.00		$247.82
		BT #15350 Moved funds from 6311-1203 $987, from 6322-4303 $200, 6322-4304 $34, 6322-4306 $117, 6322-5106 $286, 6322-5202 $500, 6322-5203 $358, 6322-5205 $139, 6322-6402 $132 and also moved from 6311-1203 to 6450-5885 $800 for business card order. Total Transfer was $2753 for the Grad Fund plus another $800 for 6450-5885 Misc Services made a grand total of $3553 Budget Transfer		$2,753.00	$3,000.82
		Zellerbach Hall 2009 Commencement Ceremony on 5/21/09 Estimated Rental Fee (based on last years Invoice)	$3,000.00		$0.82
		Total Expenses	$8,752.18	**BALANCE**	**$0.82**

MERRITT COLLEGE
Office of the President

2009 Graduation Expenses

Merritt had over 600 Graduates and 350 students participated in the ceremony. This is the largest number of graduates in the past five years.

Paramount Theater Rental	$ 7,700.00
Programs	$ 5,103.38
Envelopes & Announcements	$ 767.15
Medallions	$ 3,201.05
Speaker Award	$ 296.32
Sign Language Interpreters	$ 300.00
Caps and Gowns (Faculty)	$ 1,634.45
Total Graduation Expenses:	$19,002.35

6/4/09