

DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

Clubs should fill out the "ICC/Club Budget Request" form for all requests.

NOTE: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.

Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.

Name: Maritza Arreola Signature & Date:  10/21/2022
 Phone: x8692 E-mail: arreolamaritza@fhda.edu

Group or department you are representing: De Anza Office of College Life

You are required to attend the DASG Finance Committee meeting, Monday at 4:00 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.

Request to be on the Finance Committee Agenda For: (check one)

1. **GENERAL ITEM (Includes Budget Transfers):**
 Summary of item: (REQUIRED, use additional sheets if necessary) _____

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$** 785.11

Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

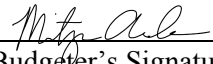
3. **OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):**

Account Name: Student Leadership Training
 Account Number: 41-51162

From Object Code:	To Object Code:	Requested Amount \$	DASG Use only Approved Amount \$
<u>5214</u>	<u>4015</u>	<u>900</u>	_____
<u>5214</u>	<u>2350</u>	<u>\$39.89</u>	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) Underestimated food budget after 2 years doing training virtually; one of our trainers was formerly Classified Staff and must be paid from different account than originally planned for

The Budgeter and Administrator cannot be the same person.

Maritza Arreola  x8692 arreolamaritza@fhda.edu
 Budgeter's Name (PRINT) Budgeter's Signature Phone Number E-mail

 Administrator's Name (PRINT) Administrators Signature Phone Number E-mail

**Action Taken
(office use only)**

Transfer Approved and Forwarded to Student Accounts on _____ Date Transfer Denied

 DASG Chair of Finance Date DASG Advisor Date

**The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
 They are available at <https://www.deanza.edu/dasg/budget/>**

NEW OR ADDITIONAL FUNDING REQUESTS

- 1. Program (Account) Name: Student Leadership Training
- 2. Have you previously received DASG funding for this program?
 No Yes DASG Account Number: 41-51162 Year Funded: 2022-2023
- 3. If yes, amount previously requested for current account \$ \$12,700
- 4. If yes, total amount previously allocated current account \$ \$6,300
- 5. How long has this program existed? Since 1967
- 6. Number of students directly served or involved in this program: 61

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 and use additional sheets if necessary.

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified. **Failure to disclose ANY and ALL non-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.**

- B Budget Accounts: _____
- Trust Accounts: _____
- Fund 15 Accounts: _____
- FHDA Foundation Accounts: _____
- Grant Funded Accounts: _____
- Other District Accounts: _____
- Off-Campus/Off-District Accounts: _____
- On-Campus Co-Sponsorships: _____
- Off-Campus Co-Sponsorships: _____

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? These funds will help us compensate one of our Fall Student Leadership Training guest trainers, who has been an indispensable resource on equity-related learning and ensures our leaders have foundational knowledge to address equity issues on our campus from their positions

9. How do you use other funding to support your program? We do not have other funding for this.

10. What would be the impact if DASG did not completely fund this request? OCL funds are generally very limited and our office would likely need to use other planned funds for this.

11. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? As the office that houses DASG, we endorse all benefits that come from having students paying the student body fee and contributing to the increased quality of services and opportunities for them.

12. Total amount being requested \$ 786
(You must also complete the object code information on the next page)

Signatures that are needed for requesting funds

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

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