



# De Anza Associated Student Body Finance Committee Budget Bulletin For All Programs Excluding Athletics

Esha Menon, DASB Vice President of Budget and Finance  
October 6, 2008

**★ Keep this sheet for your reference. Do not copy/turn in with your application. ★**

The purpose of this bulletin is to inform you that the DASB is accepting requests for the 2009-2010 fiscal year. An application is attached. This bulletin provides information for applying for this funding opportunity. If you have any questions, please call Esha Menon, DASB Vice President of Budget and Finance, at 408-864-8695, John Cognetta, DASB Faculty Advisor, at 408-864-8239, or Dennis Shannakian, Student Activities Administrative Assistant, at 408-864-8757.

## **DASB 2009-2010 ANNUAL BUDGET FUNDING REQUESTS**

### **Welcome to Fall Quarter 2008**

In the tradition of "Students Working for Students", the De Anza Associated Student Body is beginning our annual budget process for the 2009-2010 academic year. We encourage Faculty, Staff and individual students to request funds for programs and projects that will benefit the general student body. The DASB has proudly supported numerous activities that lend in making De Anza College the best in California. Please read below for some changes that will be occurring for this funding cycle.

DASB funds are not intended to fund your entire program. Please be reasonable in your request. NOTE A NEW PROCEDURE: Amounts allocated to each request will be placed into approved line items by the Vice President of Budget and Finance based on your request. It is vitally important that you take the time to request funding in those line item areas that accurately reflect the needs of your program.

- Any Request that is not fully completed will not be accepted.
- Any Request that is not in by the due date runs the risk of being rejected.

### **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 DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

### **Budget Information Meetings**

For questions regarding funding possibilities, procedures, requirements, etc. please go to a DASB Budget and Finance Committee Meeting, Mondays at 3:30 PM in the Santa Cruz Room (October 13, 20 or 27).

### **2009-2010 DASB BUDGET CALENDAR**

Monday, November 3, 2008

Budget Requests due to the Student Activities Office by 4 PM  
*Fourteen (14) copies (ONLY) total are required (keep the original for yourself)*

By Friday, February 27, 2009

Proposed 2009-2010 DASB budget posted on the DASB bulletin board located on lower level of the Campus Center and online at [www.deanza.edu/dasb/budget](http://www.deanza.edu/dasb/budget)  
Those requesting funds should review this draft.

By Wednesday, March 4, 2009

Final proposed draft presented to DASB Senate

Monday, May 4, 2009

DASB approved Budget presented to Board of Trustees for their approval.



### Benefits (3200)

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 9.7 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Refreshments/Meeting Meals (4015)

(Must adhere to district standards for meal per diem expenses [http://business.fhda.edu/accounting/stories/storyReader\\$28](http://business.fhda.edu/accounting/stories/storyReader$28))

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,500 per speaker per event.

For performances the fee shall not exceed \$2,000 per performance.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Equipment Rental/Leasing (5310)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Facilities Rental (5340)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Equipment Maintenance and Repair (5350)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Domestic Conference and Travel (5510)

(All Conference and Travel expenses including per diems for food, registration/entry fees, lodging, and transportation expenses. Must adhere to district standards for meal per diem and mileage expenses ([http://business.fhda.edu/accounting/stories/storyReader\\$28](http://business.fhda.edu/accounting/stories/storyReader$28)). DASB Travel Funds are to be used for DASB Members (students) only, with Advisors.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

### Advertising (5745)

(Newspaper, Radio or TV)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## Capital (6420)

(Any durable item whose value exceeds \$1,000 or has usable life of one (1) year or more)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**Total amount requested (also complete line 11 at top of first page)** \$ \_\_\_\_\_

**Income Commitment (if required)** \$ \_\_\_\_\_

PLEASE SAVE PAPER: Use the Word version of this form and delete the Object Codes and lines within Object Codes you do not need.

### 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 DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

Budgeter's Name: (print) \_\_\_\_\_

Budgeter's Signature: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Position on Campus: \_\_\_\_\_

Administrator's Name: (print) \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Position on Campus: \_\_\_\_\_

Approved by DASB VP of Budget and Finance

(Produced by Student Activities/das - 10/6/2008)

PLEASE SAVE PAPER: Use the Word version of this form and delete the Object Codes and lines within Object Codes you do not need.