

DASB Budget Request 2021-2022

For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Accounts Office Supplies
2. Is this a new DASB account? Yes No DASB Account Number: 41-51320
3. Amount requested for 2020-2021 \$ 1,500
4. Total amount allocated for 2020-2021 \$ 1,303
5. How long has this program existed? 40+ Years
6. Number of students directly served in this program: All DASB Members (Pay quarterly fee)

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 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-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: N/A

Trust Accounts: N/A

Fund 15 Accounts: N/A

FHDA Foundation Accounts: N/A

Grant Funded Accounts: N/A

Other District Accounts: N/A

Off-Campus/Off-District Accounts: N/A

On-Campus Co-Sponsorships: N/A

Off-Campus Co-Sponsorships: N/A

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? Our office provides services to students, staff, faculty, and administrators in processing all financial transactions for DASB and club accounts.
9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? When students purchase discounted movie tickets, we ask to see their DASB card. If they do not have their DASB card, we send them to the Office of College Life to get it. We do not sell movie tickets to students without the DASB card (optional quarterly fee must be paid) as this service is for DASB members.
10. What would be the impact if DASB did not completely fund this request? No supplies would be available for the financial processing to take place (check stock, deposit books, forms, postage, paper, toner, etc.)

11. Total amount being requested for 2021-2022 (from page 2) \$ 1,300

Delete the Object Codes and lines within Object Codes you do not need.

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Check stock, stamps, toner & various office supplies</u>		<u>1,300</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Total amount requested (also complete line 11 at bottom of first page) \$ 1,300

Delete the Object Codes and lines within Object Codes you do not need.

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future 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. **The Budgeter and Administrator cannot be the same person.**

Budgeter and Administrator Information

Budgeter’s Name:	<u> Lisa Kirk </u>
Phone Extension:	<u> 8528 </u>
E-mail:	<u> KirkLisa@deanza.edu </u>
Relationship to Project:	<u> Office Staff </u>
Position on Campus:	<u> Accountant, DASB & Clubs </u>
Administrator’s Name:	<u> Martin Varela </u>
Phone Extension:	<u> 8857 </u>
E-mail:	<u> VarelaMartin@fhda.edu </u>
Relationship to Project:	<u> Office Supervisor </u>
Position on Campus:	<u> Director, College Fiscal Services </u>

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/15/2020)