

Please submit digitally/electronically to [dastudentaccounts@fhda.edu](mailto:dastudentaccounts@fhda.edu) or in person at the Student Accounts window inside the Office of College Life in the lower level of the Campus Center.

## De Anza Student Accounts Purchase Requisition

Transaction Date		Delivery Date			
Vendor ID					
Address Type		Address Sequence			
Vendor Contact		Vendor E-mail			
Vendor Name					
Vendor Address					
Vendor Phone		Vendor Fax			
Requestor Name					
Requestor E-Mail					
Requestor Phone Area		Requestor Phone		Requestor Phone Ext	
Requestor Fax Area		Requestor Fax		Requestor Fax Ext	

<b>Chart of Accounts</b>	<b>C</b>	<b>Organization</b>	
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<b>Currency Code</b>		<b>Discount Code</b>		<b>Tax Group</b>	
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<b>Ship Code</b>	<b>4A</b>	<b>Attention To</b>	
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<b>Comments</b>	
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<b>Document Text, Printing</b>	
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<b>Document Text, Non-Printing</b>	
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**Commodities**

Item	Commodity Description	U/M	Tax Group	Quan	Unit Price	Discount Amount	Additional Amount
1							
2							
3							
4							
5							

Attach additional sheets for individual Commodity Text, Printing and Non-Printing if necessary.

**Calculated Commodity Amounts**

Item	Extended Amount	Discount Amount	Additional Amount	Tax Amount	Net Amount
1					
2					
3					
4					
5					
Totals:					

**DE ANZA STUDENT ACCOUNTS INFO**

Accounting, check one (see last column in chart below)

General Ledger Acct.# (Fund 44 or 45 - Office use only)

Dollars		Percents	
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51110 (44) or 51112 (45)
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Seq#	DASG Account Name	Fund #	DASG Account #	Object Code	Accounting
1					
2					
3					

AUTHORIZED SIGNATURES (For all requisitions from DASG/ICC/Club funded accounts, 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, the DASG Chair of Finance shall sign designating funds are available and have been approved by the Senate for such an expenditure, the Director of College Life or designee and/or Student Activities Coordinator do not approve expenditures but rather sign designating all codes, bylaws and DASG/ICC procedures have been completed, and the Director, College Fiscal Services shall sign representing administrative staff):

Budgeter	Date	Administrator Responsible for the Program	Date	DASG Chair of Finance	Date
Director of College Life	Date	Student Activities Coordinator	Date	Director, College Fiscal Services	Date

**FOR DE ANZA STUDENT ACCOUNTS OFFICE USE ONLY**

FHDA Accounting, check one (see last column in chart below)

Dollars		Percents	
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Seq#	Index	Fund	Organization	Account	Program	Activity	Location	Accounting
1								
2								
3								
4								
5								