

DASB FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:30 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: The Finance Committee does not meet during the first week of the quarter, dead and finals weeks or breaks.

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

Name: Grace Lim Signature & Date: 

Phone: _____ E-mail: dasbfinance@fhda.edu

Group or department you are representing: DASG Finance Committee

You are required to attend the DASB Finance Committee meeting, Monday at 3:30 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) _____

This item is to discuss the waiving of budget stipulation #37 for the Music Department to fund a guest speaker from the line item 5214.

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

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: _____

Account Number: _____

From Object Code:	To Object Code:	Requested Amount \$	<i>DASB Use only</i> Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____

The Budgeter and Administrator cannot be the same person.

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

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

Action Taken
(office use only)

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

 DASB Chair of Finance Date DASB Advisor Date

The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
 They are available at <http://www.deanza.edu/dasb/budget/>

De Anza College Student Accounts

Limited Engagement/Independent Contractor Agreement Pre-Authorization

For DASB and De Anza Club Accounts

(To be attached to the Contractor Agreement-LEA or ICA)

Contractor Name: Xin Jing Contractor Fee: \$120
Type of Service: Lecture Speaker-Injuries in Musicians Date of Service: 05/17/2021
Student Acct. Name: Music Account Number: 41-57133 -5214

Authorization Signatures: (In signing, approval of expenditure is authorized)

	Signature	Date
Advisor/Budgeter:	<u>Ilan Glasman</u>	<u>5/5/21</u>
Club Authorized Officer:	<u></u>	<u></u>
Administrator for the Program:	<u>Daniel Smith</u>	<u>5/5/2021</u>
DASB Chair of Finance:	<u></u>	<u></u>
ICC Chair:	<u></u>	<u></u>
College Life Activities Specialist:	<u></u>	<u></u>
Director of College Life:	<u></u>	<u></u>
Director, College Fiscal Services:	<u></u>	<u></u>

Please see the District website at the link below for the Contractor Agreement requirements:

<http://business.fhda.edu/accounting/accounts-payable/independent-contractors.html>

Note: Failure to receive pre-authorization could result in expenditure being denied.