

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: Michelle Chang **Signature & Date:** 6/5/23

Phone: 408-892-0490 **E-mail:** DASGProgramsEvents@fhda.edu

Group or department you are representing: DASG Program & Events Committee

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 \$** _____
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: DASG Programs & Events Committee

Account Number: 41-51172

From Object Code:	To Object Code:	Requested Amount \$	<i>DASG Use only</i> Approved Amount \$
<u>5214</u>	<u>4015</u>	<u>\$2000</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) No funds have been used for Professional Services, but P&E has a final De-Stress Event planned for Tuesday 6/20-6/22 where students are able to take a break for activities and refreshments. At minimum, the committee would need \$275 to order pizzas from Dining Services and additional drinks/sodas, but if the full \$2000 is possible, the committee would consider purchasing boba to give to students over the 3 days.

The Budgeter and Administrator cannot be the same person.

_____	_____	_____	_____
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 _____ Transfer Denied
Date

_____ Date _____
 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/>**