

DASB Budget Request 2020-2021

For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

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

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 2019-2020 \$ 1,500
4. Total amount allocated for 2019-2020 \$ 1,500
5. How long has this program existed? 40+ Year
6. Number of students directly served in this program: All DASB Members (Paying 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 the processing of all financial transactions for DASB, clubs, and one remaining trust account.
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 2020-2021 (from page 2) \$ 1,500

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 & various office supplies</u>		
		TOTAL:	<u>\$ 1,200</u>

Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>Printing of forms, business cards, etc.</u>		
		TOTAL:	<u>\$ 300</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 1,500

Signatures that are required for utilizing 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. **The Budgeter and Administrator cannot be the same person.**

Budgeter's Name: Lisa Kirk

Phone Extension: 8528

E-mail: KirkLisa@deanza.edu

Relationship to Project: Office Staff

Position on Campus: Accountant, DASB & Clubs

Administrator's Name: Martin Varela

Phone Extension: 8857

E-mail: VarelaMartin@fhda.edu

Relationship to Project: Office Supervisor

Position on Campus: Director, College Fiscal Services

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)