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FEB 19 2020

DE ANZA COLLEGE
STUDENT ACCOUNTS

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: Dennis Shannakian

Signature & Date: Dennis Shannakian 2/19/2020

Phone: 408-864-8757

E-mail: shannakiandennis@fhda.edu

Group or department you are representing: College Life/DASB Flea Market

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)

3. OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):

Account Name: DASB Flea Market

Account Number: 41-55120

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
<u>3100</u>	<u>6420</u>	<u>\$1,400</u>	<u> </u>
<u>3100</u>	<u>2360</u>	<u>\$6,000</u>	<u> </u>

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____
We need \$1,400 to add WiFi to the Flea market Information Booth.
We need an additional \$6,000 for overtime payroll for Custodial Services, Grounds Services, the Flea Market Coordinator, and to add WiFi to the Flea Market Information Booth.

The Budgeter and Administrator cannot be the same person.

<u>Dennis Shannakian</u> Budgeter's Name (PRINT)	<u>Dennis Shannakian</u> Budgeter's Signature	<u>408-864-8757</u> Phone Number	<u>shannakiandennis@fhda.edu</u> E-mail
<u>Michele LeBleu-Burns</u> Administrator's Name (PRINT)	_____ Administrators Signature	<u>408-864-8218</u> Phone Number	<u>lebleuburnsmichele@fhda.edu</u> E-mail

Action Taken
(office use only)

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

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/>

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