

# 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.

RECEIVED  
MAR 03 2020  
DE ANZA COLLEGE  
STUDENT ACCOUNTS

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

Name: Tony Santa Ana Signature & Date: [Signature] 2-24-2020  
Phone: x 8887 E-mail: santanaa@fhda.edu

Group or department you are representing: Office of Equity - Multicultural Diversity Events  
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)

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: Multicultural Diversity Events  
Account Number: 41-55505

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
<u>5214</u>	<u>2430</u>	<u>\$ 222.88</u>	
<u>5214</u>	<u>3200</u>	<u>44.58</u>	

Reason for Transfer: (REQUIRED, use additional sheets if necessary) Paying for part time faculty additional pay for Black History Month event for H.S. Outreach Conference 2/7/2020 at \$55.72 per hour x 4 hours.

The Budgeter and Administrator cannot be the same person.

<u>Anthony Santa Ana</u>	<u>[Signature]</u>	<u>x 8887</u>	<u>santanaa@fhda.edu</u>
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
<u>Alicia Cortez</u>	<u>[Signature]</u>	<u>x 8365</u>	<u>cortezalicia@fhda.edu</u>
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/>



PART-TIME FACULTY ADDITIONAL PAY AUTHORIZATION

ACADEMIC YEAR 2019-2020

Quarter: FALL \_\_\_ WTR X SPR \_\_\_ SUMMER \_\_\_

Last Name: Wallis First Name: Glynn
Division: Outreach Dept: EOPS Employee CWID: [Redacted]

Assignment Title\*: Participation and presentation for Black Student Conference
\* Describe duties being performed on an additional page for each assignment
Index Code: \_\_\_\_\_ or Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: 1430 Prog: \_\_\_\_\_
OTHER COMPENSATION:
Start: \_\_\_\_\_ End: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_ NTE\* Amt: \$ \_\_\_\_\_
NON-INSTRUCTIONAL - LOAD:
Start: 02/07/20 End: 02/07/20 Total Hours: 4

Please Note: Notwithstanding Article 7.11 in the FA Agreement, additional pay for part-time faculty will create load if it is their primary assignment and will be calculated by column and step. Please keep this in mind when awarding additional pay to part-time faculty.

APPROVALS

Ammalinh Chan X8828 2/7/20
Originator's Name (Please Print) Ext./Date Faculty Member Date
Division Dean Date Vice President Date
Director, Budget & Personnel Date Associate V.P. of Instruction Date

\*All Additional Pay is presumed No Load unless initialed by the A. V.P. of Instruction. Load Initialed by: \_\_\_\_\_ AVPI
COLA: Yes No

NOTES: Submit this signed authorization form to Campus Personnel Office prior to start of assignment. Timesheets cannot be processed without an additional assignment authorization form. Monthly timesheets must be submitted. Submit timesheet to Campus Personnel Office (Administration Building Room 137) by the 13th calendar day of the month for inclusion in the month-end pay cycle.

For Payroll Use Only

Position #: \_\_\_\_\_ Column/Step \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_