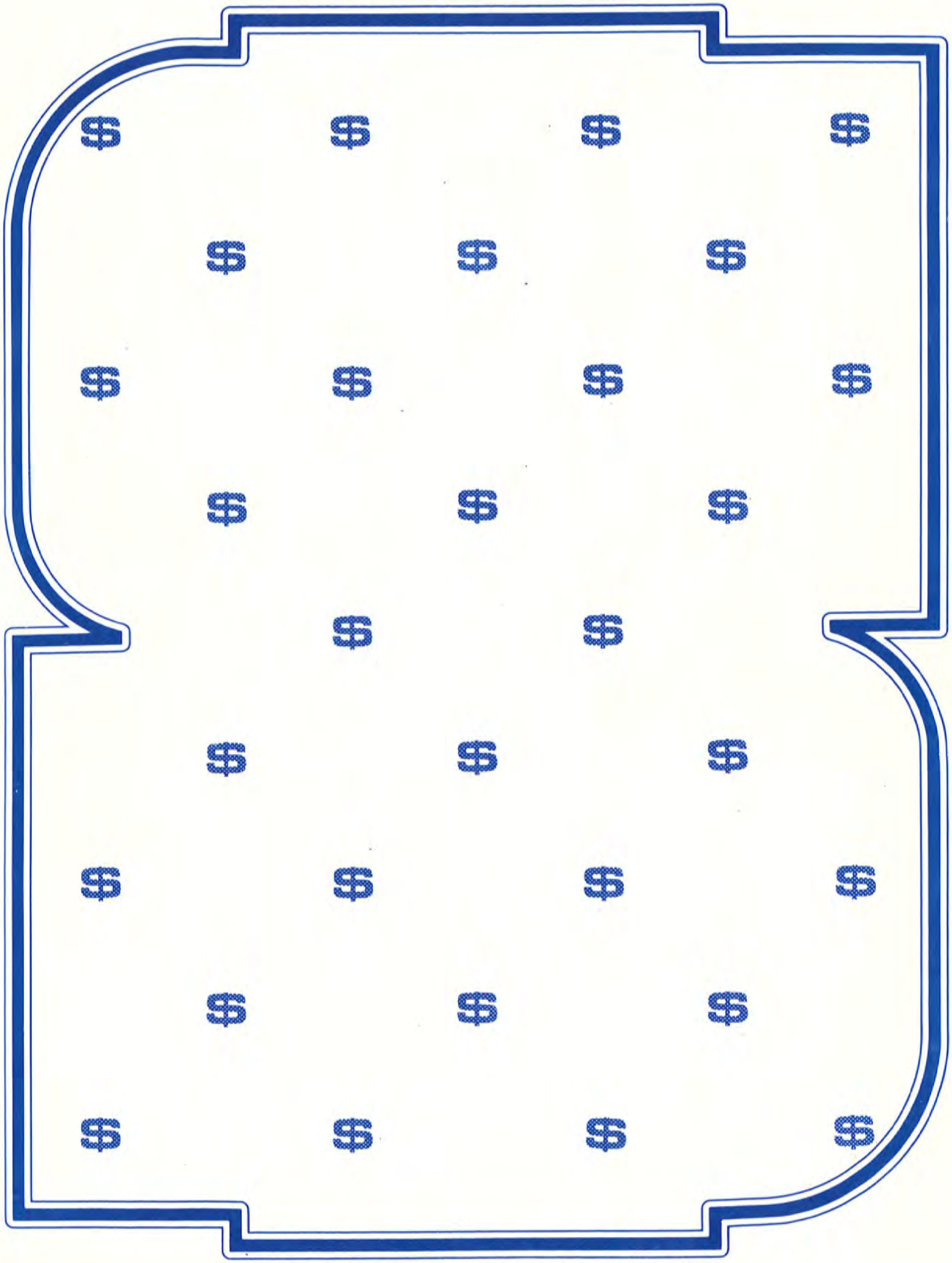
85-86=3644

1983 - 84 BUDGET



De Anza Student Body

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INTRODUCTION

This marks the third year of the combined student government, De Anza Associated Student Body. Throughout the past year, there has been an increased emphasis on responsibility, accountability, and the fulfillment of ever-changing expectations on all levels of DASB. In response, there have been many revisions designed to streamline fiscal accountability and procedures. The DASB Financial Code has been the primary target of several of these revisions in an effort to provide more exact measures for a program's success or failure. These measures will serve as a principal criterium for evaluating successive budget requests so that we may become a stronger asset to all our De Anza students.

The 1983-84 budget is the result of a process begun January 1983. Five student senators, the faculty Advisor and Accounts Manager comprised a committee that heard budget requests and developed the budget which was approved by the council for the upcoming government. Prime concern was directed toward allocating student funds to those programs which provide the greatest benefit to the day, evening and extended campus DASB membership. The result was a diversity of programs including Fine Arts, Athletics, film series, Intramurals, free legal aid, Physically Limited and Older Adult programs, and student clubs.

We are fortunate to have a student government that shares an outstanding amount of enthusiasm and anticipation for 1983-84. Our goal for the coming year is to become an even stronger, more dynamic student organization that acts upon and represents the needs of De Anza students. It is a tremendous challenge for all of us and we are eager to reach it!

DE ANZA ASSOCIATED STUDENT BODY
8/15/83

1983 - 1984 BUDGET

ATTESTING SIGNATURES

The following budget for the De Anza Associated Student Body was adopted on May 23, 1983 by a vote of 12-1-0.

James A. Rivera

James Rivera
DASB President

Teresa Badgett

Teresa Badgett
DASB Director of Finance

Greg Druehl
Faculty Advisor

BUDGET STIPULATIONS 1983-1984

GENERAL STIPULATIONS BY COUNCIL

1. All programs acknowledge publicly through advertising and promotional material and in other instances where circumstances allow that DASB is funding that program.

2. No program in this budget can draw more than 10% of their original budget allotment from the emergency fund. Council by a 2/3 vote can overrule this stipulation in the event that a program has seriously underbudgeted.

3. All programs must keep accurate records of the number of persons attending that program's activities with a breakdown of the number of students included. These records are to be turned in at the end of each quarter to the Director of Finance. The Director of Finance will then turn over these statistics to the Student Council for review. If at the end of a quarter the Council feels that a program is running inefficiently (funds are not being used for intended purposes, no report at the end of the quarter is issued to the Council, lack of student service, or any other reasonable complaint lodged against a program by Council) the Council by a unanimous vote can place a freeze on a program's budget until the time in which Council feels that the program should be reinstated. A 2/3 vote is required for the reinstatement of a program once it has been frozen. Any action taken within this section requires a vote to post of at least one week.

4. All programs must follow the Financial Code included in this budget.

BUDGET STIPULATIONS 1983-1984

INDIVIDUAL STIPULATIONS

INCOME COMMITMENTS

As a condition of funding all programs with trusts, the income commitment must be met by transferring funds from the Trust Account if necessary to fulfill the income obligation.

ATHLETICS

Must spend at least 5% of their budgeted funds on the advertising of sports events. This advertising is limited to the De Anza campus. Checks will be issued in the names of coaches for student food allowance while traveling. Documentary receipt of funds will be submitted upon return from trip. Lodging will be paid directly to hotel unless otherwise specified.

CALIFORNIA HISTORY CENTER

All DASB funding shall be for on-campus publicity. This publicity should include a notation of DASB funding.

EUREKA

All students with current student body cards shall receive a 50% discount.

GRAPEVINE

The Grapevine will be published once a week and be distributed throughout all areas of the campus (not just the Campus Center).

PROGRAM BOARD

At least 5% of a program's budget must be spent on advertising programmed activity and must be posted in areas of the school where the most students will see it (i.e. Campus Center).

STUDENT SCHOLARSHIPS

Student Scholarships will be awarded as follows: six each quarter, four at $500.00 for full time students and two at

$350.00 for part time students, with the exception of Spring quarter when the two will be at $300.00. The criteria for awarding these scholarships will be decided upon by the DASB Senate, and applications will be accepted from all eligible DASB students.

SPECIAL ALLOCATIONS

The General Contingency for all quarters is to be used for the funding of programs not in the budget or for unbudgeted items. The Emergency fund is to be used for the 10% ceiling allowed on the budgeted programs and for emergency situations which will require the use of DASB monies. An emergency situation will be determined by the DASB Senate.

FINANCIAL CODE

I. OBJECTIVES

This Financial Code is established to define those policies and procedures of the developing, approving and expending of all money under the control of De Anza College and its Associated Organizations in order to insure that all financial transactions will be made in the best interests of the Associated Day/Evening Students and in accordance with all pertinent County, State and District financial regulations. ONLY DE ANZA ASSOCIATED STUDENT BODY COUNCIL MEMBERS ARE ELIGIBLE TO RECEIVE BENEFITS AND PRIVILEGES OUTLINED IN THIS CODE OR THOSE SPECIFIED BY DE ANZA ASSOCIATED STUDENTS.

II. SPECIAL QUALIFICATIONS

Other than the general qualifications as stated in the OPM, the DASB Director of Finance shall have or be willing to obtain a working knowledge of bookkeeping.

III. BUDGETS

The governing principle in considering budget requests will be to allocate money to those activities which will assure the greatest benefits to the DASB of De Anza College.

A. All of the finances of this organization shall be administered under a budget system.

B. Preparation of the Budget:

1. The announcement of the submission deadline for budget requests for the following fiscal year must be sent to all Budget Administrators, College Deans, Student Council members, posted on the DASB Council Bulletin Board and made known to any other interested persons by mid-January.

2. Announcements of the availability of the monies for the next fiscal year must be made in the various campus media.

3. A general meeting should be held at least 2 (two) weeks prior to the budget requests submission deadline which will include requestors and the Director of Finance. The purpose of this meeting will be to discuss the guidelines for the submission of the budget requests.

4. All requests for budget items must be submitted to the Director of Finance no later than the last week of February. The budget requests should have the signature of the progr advisor and, when appropriate, a student representative.

5. The Director of Finance shall present a proposed budget, approved by a majority of the Budget Committee to the Student Council at least 2 (two) weeks before dead week of the Spring quarter.

C. The Budget Committee shall consist of the DASB Director of Finance (chairperson), Activities Advisor, the Accounts Manager and at least 4 (four) other Senators. The Budget Committee shall be responsible for the review of all budget requests and the preparation of the preliminary budget.

D. The approval of the annual budget requires a 2/3 vote of the Student Council with a vote to post of at least one week.

E. Request for line item transfers of budgeted items must be submitted in advance to the Director of Finance who will present the request to the Student Council with a recommendation.

F. Requests for funds other than approved budget items must be submitted one week in advance to the Director of Finance who will present the request to the Student Council with a recommendation. Council by a majority vote can waive this requirement in the event of an emergency.

G. Procedure for the disposition of money matters other than budgeted items:

1. The Director of Finance presents the item to the Student Council with recommendations for action.

2. After discussion on the matter, the Student Council decides to approve or disapprove the matter by a simple majority vote.

3. If the item is disapproved, the matter is closed.

4. If the item is approved, the affirmative vote is considered approval to post the motion on the DASB Council Bulletin Board under "Financial Information" at least 1 (one) week prior to the next meeting of the Student Council. At this second meeting, the matter will be re-read and a final approval or disapproval roll call vote requiring a simple majority will be held.

H. After consultation with the Director of Finance and DASB Advisor, the Presiding Member may declare an emergency at which time financial matters may be approved by Student Council by a majority roll call vote without due notice or postponement.

IV. TYPES OF ACCOUNTS

A. DASB Accounts: All income and expenditures designated in the annual budget.

B. Organization Accounts: Income and expenditures of recognized clubs and organizations.

V. DEPOSITS

A. All money collected from any source must be substantiated by prenumbered receipts, prenumbered tickets, or other checkable records

B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions (Item VII).

C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Accounts Manager, who shall be a bonded employee of the School District.

D. All DASB programs and student organizations funds collected from any source whatsoever shall be deposited immediately with the Accounts Manager.

E. The Accounts Manager shall issue a receipt for all money received.

F. All money received shall be deposited in a timely manner.

VI. EXPENDITURES

All expenditures of the DASB accounts or Organization accounts shall follow the procedures outlined below. NO DEFICIT SPENDING WILL BE ALLOWED. No funds will be advanced on a petty cash basis.

A. The person seeking the funds shall fill out a requisition (obtained from the Faculty Advisor or the Accounts Manager) and will secure the approval of the Faculty Advisor, the Activities Coordinator and the DASB Director of Finance. (In the case of an emergency, the Activities Coordinator may authorize an expenditure which must then be reported at the next Student Council meeting or at the next club meeting.)

B. The approved requisition shall then be presented to the Accour ? Manager.

C. The Accounts Manager will facilitate the transaction in either of three ways and will note on the requisition the action taken.

1. Purchase Orders - Whenever possible all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition to the Accounts Office. Each requisition shall identify the budget code number from which funds ar to be drawn, the itmes or services to be purchased, the amount and the vendor from whom such items are to be purchased. After review and approval by the student organization/advisor, the Activities Coordinator and the DASB Director of Finance, a purchase order will be issued. Copies of all requisitions and purchase orders will be made for the DASB Director of Finance. Receipt of goods prior to payment must be reported in writing.

   The DASB Council will not assume financial responsibility for any charge item not covered by the pruchase order issued in advance or purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment of any goods or services.

2. Checks - It is sometimes desirable to pay for certain goo and services directly by check. Upon receipt of an approve requisition indicating that a check is necessary, the Accounts Manager shall prepare the check. Ordinarily checks shall be made out to the vendor.

In the event that the check is made payable to a student officer or faculty member, and not the vendor, it is the duty of this person to obtain receipts for all money paid out and to return these immediately to the Accounts Manager.

Any goods or services paid for by check must be validated by receipt bills which must be returned to the Accounts Manager indicating that delivery has been made.

3. Open Accounts - In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be issued designating authorized purchases, designated time periods and maximum amount of expenditure for the period.

VII. TICKETS

A. Tickets to be sold for all DASB approved events may be secured from the Accounts Manager. All unsold tickets must be returned to the source.

B. Complimentary tickets to social, athletic and other events must be approved by the DASB President and the Director of Finance.

VIII. MAINTENANCE OF RECORDS

Every club or organization shall maintain accurate records of all income and expenditures and shall open their boods to audit by the Director of Finance, Accounts Manager or District Internal Auditor at any time.

Inventory - All equipment not of a consumable nature purchased with funds will, at the discretion of the Accounts Manager and the Director of Finance, be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Accounts Office. The Director of Finance shall have the responsibility of periodically inspecting the inventory record and conducting an inventory of actual equipment with the assistance of the appropriate department, organization or club.

All equipment purchased with DASB student Funds remain the property of DASB and will be stored on school premises when not in use.

An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the School District. A report of the audit shall be made to the Student Council and the Board of Trustees of the District.

IX. FINANCIAL REPORTS

A. The Director of Finance shall give a financial report of DASB and Organization accounts to the Student Council and obtain approval of current expenditures once a month.

B. All programs funded by the 1983-84 DASB budget are requred to report to the Director of Finance quarterly. These reports will be submitted by the Treasurer or alternate officer of the

funded organization one week prior to the first day of finals each quarter. If the report is not supplied, or is found inadequate by the Director of Finance, the funds of that budge item may be frozen by a majority of the quorum of the Senate after the first week of the following quarter.

X. CONTRACTS

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Faculty Advisor , the Activities Coordinator, DASB Presiding Member and Director of Finance. All contracts must be made out in triplicate; one copy shall remain with the Faculty Advisor and one copy shall be filed with the Accounts Manager. Payment on contracts must be initiated by the regular requisition procedure.

XI. FUND RAISING EVENTS

Fund raising drives sponsored by organizations not affiliated with the college must be coordinated in advance with the campus calendar as established by Student Council and receive the approval of Student Council.

XII. STUDENT BODY CARDS

A. The cost of membership in the De Anza Associated Student Body shall be determined by the Student Council with the approval of the College President.

B. Lost or stolen student body cards may be replaced by the Campu Cashier after proof of prior purchase by the Registrar's Office at a replacement charge to be determined by the DASB Student Council.

C. Spouse cards may be made available to married students at $3.00 for the year or $1.00 for each quarter.

XIII. TRAVEL CLAIMS

A. Faculty Advisors must check with the Activities Coordinator about securing approval for trips and/or conferences. Anyone planning to claim reimbursement for travel expenses must secure a trip voucher in advance of the trip and the completed voucher listing estimated expenses must be approved and signed by the Activities Coordinator prior to the trip. Groups or teams traveling with an advisor must submit one claim form per group/ trip signed by the Advisor.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance and be able to show a valid California state driver's license. Minors must supply written approval of parent or guardian.

In no instance will the expenses claimed be more than the ac amount expended. All expenses must be verified by written receipts.

The dollar amounts listed below are the portion DASB Council is willing to contribute toward travel expenses. These amounts are intended as a subsidy and any charges that exceed the stated subsidies will be at the expenses of the person/group incurring them.

B. TRAVEL ALLOWANCES: Group and Team (Based on group rates -- minimum of 3 DASB students. Arrangements for car pools and/or economy/chartered airfares are expected.)

1. Hotel accomodations: $12.00 per person per night.

2. The total cost of meals per day will not exceed $11.00 (3.50 for breakfast; $3.50 for lunch; and $4.00 for dinner) per person.

3. Mileage expenses: $ .15 per mile, with a minimum of four people per car and 80% in California and 50% out-of-state per event, airfare per person.

C. TRAVEL ALLOWANCES: Individual (Subsidies are based on an effort to obtain shared lodging with others attending the conference or efent. Arrangements for car pools and/or economy/chartered airfares are expected). This may be waived by 2/3 majority of quorum of Council.

1. Hotel accomodations: $12.00 per night.

2. Total cost of food will not exceed $11.00 ($3.50 for breakfast; $3.50 for lunch; and $4.00 for dinner) per day.

3. Mileage expense: $ .15 per mile and 80% in California and 50% out-of-state per event, airfare per person.

XIV. BANQUET AND ORIENTATION MEETING MEAL EXPENSES

All activities serving meals must be listed in the budget request which is approved by the Student Council.

The subsidized cost of meals served at these activities must not exceed $2.50 per person.

XV. INCOME COMMITMENTS AND FUND ACCOUNTS

All programs in the budgett which have income commitments are expected, to the best of their abilities, to return to DASB for committed amount. If any program at the end of the budget year has not reached their income commitment and has a fund account, that program may be obliged to use their fund account to reach their income commitment. This action is to be determined by action of council upon recommendation of the Director of Finance. Council should not claim any money in funds not made by use of DASB funds, (i.e., funds made by outside fund-raising or work done by budgetee).

If any program has reached their income commitment early in the budget year and continues to produce income through the use of student funds, the program will be obliged to report such earnings to the Director of Finance and Accounts Manager. In a case of possible deficit budgeting, the council may ask for additional income from said program.

At the end of the fiscal year, after the books are closed, DASB will set aside in a special account any budget surplus. These funds, to be administered by DASB, will be used for special projects that the council feels will be beneficial to students.

DASB BUDGET 1983 - 1984

INCOME AND EXPENSE SUMMARY

INCOME	
500-000 Total Estimated Income	$299,539.00
EXPENSES	
601-000 Government Operating Accounts	$ 40,185.00
602-000 Program Board Accounts	96,729.00
603 000 Program Accounts	91,585.00
604-000 Services and Clubs Accounts	59,071.00
605-000 Sunnyvale Campus Accounts	11,969.00
TOTAL ESTIMATED EXPENSES	$299,539.00
TOTAL PROJECTED SURPLUS/DEFICIT 1983-1984	Ø

DASB BUDGET 1983 - 1984

ESTIMATED INCOME

500 - REGISTRATION		
500-100 ASB Card Sales		$145,000.00
500 - ATHLETICS		
500-200 Men's Basketball	$ 500.00	
500-201 Men's Football	3,000.00	
500-202 Women's Basketball	500.00	4,000.00
500 - FINE ARTS		
500-300 Band	600.00	
500-301 Chorale	3,000.00	
500-304 Jazz	1,000.00	
500-306 Dance	600.00	
500-307 Art/Photo	250.00	
500-308 College Chorus	300.00	
500-309 Orchestra	300.00	
500-310 Vocal Jazz	400.00	6,450.00
500 - FILM SERIES		
500-400 Friday Films	750.00	
500-402 Family Series	1,800.00	
500-403 Special Series	2,000.00	4,550.00
500 - OTHER INCOME		
500-500 Student Events	3,000.00	
500-501 Video Games	5,000.00	
500-600 Bike Lockers	2,000.00	
500-700 Flea Market	68,000.00	
500-800 Publicity Room	7,000.00	
500-900 Interest	47,039.00	
500-950 Ski Club	2,500.00	
500-975 Intramurals	5,000.00	139,539.00
TOTAL ESTIMATED INCOME		$299,539.00

DASB BUDGET 1983 - 1984

Tripod - ww

GOVERNMENT OPERATING ACCOUNTS

IBM - ?

601 - DASB ADMINISTRATIVE EXPENSES

601-101 CCCSGA Area VI Dues	$ 143.00	
601-102 ACUI —— LY-K	253.00	$ 396.00 — todo

601 - CONFERENCE TRAVEL

601-200 Student Travel	2,613.00	
601-201 Advisor Travel — LY-K	713.00	3,326.00 — todo

601 - ADMINISTRATIVE COSTS

601-300 President	50.00	
601-301 Dir., Program Board	75.00	
601-302 Director, Finance	50.00	
601-305 Director, Publicity	34.00	
601-306 Director, Communications	50.00	
601-307 Director, Student Services	50.00	309.00

601 - GOVERNMENT COSTS

601-400 Publicity	713.00	
601-401 Budget & Misc. Printing	570.00	
601-402 Secretary	2,945.00	
601-403 Telephone	2,518.00	
601-405 Savin Supplies & Maint.	1,164.00 — ww	
601-406 Elections	665.00	
601-407 DASB Card Printing	3,325.00 — HS	
601-408 Office Supplies	760.00	
601-409 Accounts Office Supplies	1,520.00 — HS	
601-410 Accounts Office Clerk	3,449.00 — HS	
601-411 Accounts Office Computer	2,375.00 — HS	20,004.00

601 - SPECIAL ALLOCATIONS

601 500 Fall 1983	2,750.00	
601 501 Winter 1984	3,700.00	
601 502 Spring 1984	4,650.00	
601 503 Emergency Allocations	5,050.00	16,150.00

TOTAL OPERATING ACCOUNTS $ 40,185.00

DASB BUDGET 1983 - 1984

PROGRAM BOARD ACCOUNTS

602 - FINE ARTS			
602-100	Band	$3,325.00	
602-101	Orchestra	1,140.00	
602-102	Chorale	3,325.00	
602-103	Vocal Jazz	2,090.00	
602-104	College Chorus	1,140.00	
602-105	Student Films	2,185.00	
602-106	Art/Photo	1,425.00	
602-109	Jazz Ensemble	2,732.00	
602-110	Theatre	950.00	
602-111	Dance	4,513.00	$ 22,825.00
602 - FILM PROGRAMS			
602-200	Friday Films	2,850.00	
602-202	Special Series	4,730.00	L7K
602-203	Family Series	3,230.00	10,810.00
602 - MULTICULTURAL			
602-300	Asian	1,425.00	
602-301	Black	1,425.00	
602-302	Chicano	1,425.00	
602-303	Native American	1,425.00	5,700.00
602 - PROGRAMS			
602-400	Lights Out	4,285.00	
602-401	High Noon	4,285.00	
602-402	Seniors' Dance	623.00	L7-K
602-403	Women's Week	1,425.00	
602-404	De Anza Day	2,375.00	L7-K 12,993.00
602 - OTHERS			
602-500	Intercultural Studies	950.00	
602-600	Flea Market	28,726.00	
602-700	Student Events	9,500.00	
602-800	De Anza Day-Activ. Ofc.	2,375.00	L7-K
602-900	Secretary	2,850.00	44,401.00
TOTAL PROGRAM BOARD ACCOUNTS			$96,729.00

4 Qvesion - LY-K
B B Q / stud. Stll - LY
Dialogues - LY

DASB BUDGET 1983 - 1984

PROGRAMS

603 - ATHLETICS

603-100 Entry Fees	1,900.00	
603-101 Films	1,235.00	
603-102 Awards	400.00	
603-103 Men's Baseball	1,800.00	
603-104 Men's Basketball	1,900.00	
603-105 Men's Cross Country	300.00	
603-106 Football	3,800.00	
603-107 Golf	500.00	
603-108 Soccer	700.00	
603-109 Men's Tennis	500.00	
603-110 Men's Track/Field	500.00	
603-111 Women's Track/Field	400.00	
603-112 Water Polo	500.00	
603-113 Women's Basketball	1,253.00	
603-114 Softball	700.00	
603-115 Women's Tennis	500.00	
603-116 Women's Volleyball	500.00	
603-117 Banquets	300.00	
603-118 Playoffs	950.00	
603-119 Women's Cross Country	300.00	
603-120 Men's Swim	300.00	
603-121 Women's Swim	300.00	19,538.00

603 - INTRAMURALS

603-200 Intramurals	19,000.00	19,000.00

603 - PUBLICATION

603-300 Grapevine	1,425.00 - LY-K	
603-301 Calendar of Events	3,800.00 - LY-K	
603-302 La Voz	5,225.00	
603-303 Publicity Room	7,600.00 - JS	
603-305 Student Handbook	4,750.00 - LY-K	22,800.00

603 - COLLEGE PROGRAMS

603-400 Renew Orientation	250.00	
603-401 Calif. History Center	713.00	
603-402 Physically Limited	1,425.00	
603-404 Euphrat Gallery	3,325.00	
603-405 NDSL	11,875.00	
603-406 Bilingual Center	3,800.00	
603-407 College Readiness	2,755.00	24,143.00

DASB BUDGET 1983 - 1984

PROGRAMS (Continued)

603 - OLDER ADULT PROGRAMS

603-500 Arts & Crafts Supplies	$1,187.00	
603-501 Ceramic Supplies	1,140.00	
603-502 Field Trip Funds	332.00	
603-503 Food & Cooking	1,235.00	
603-504 Holiday Parties	1,165.00	
603-505 Miscellaneous	190.00	
603-506 Music Supplies	475.00	
603-507 Special Events	285.00	
603-508 Fees for Needy Students	95.00	6,104.00

TOTAL PROGRAMS ACCOUNTS $91,585.00

DASB BUDGET 1983 - 1984

SERVICES AND CLUBS

604 - STUDENT SERVICES

604-200 Information Center	$ 11,400.00	
604-201 Legal Aid	4,674.00	
604-202 Orientation	713.00	
604-203 Holiday Tree/Food Drive	286.00	
604-204 Eureka System	1,703.00	
604-205 Learning Center	1,330.00	
604-206 Campus Clean-up	285.00	
604-207 Child Development Center	6,650.00	
604-208 Graduation	1,425.00	
604-209 Activities Assistant	3,010.00	
604-300 Activities Intern	3,010.00	
604-400 Scholarships	8,000.00	$42,486.00

604 - ICC/CLUBS

604-500 ICC General Fund	2,470.00	
604-501 Auto Tech Club	1,140.00	
604-503 College Republicans	95.00	
604-507 Native American Club	1,235.00	
604-508 Ski Club	3,800.00	
604-509 Student Nurses Organiz.	1,425.00	
604-510 Vets Club	1,140.00	
604-513 Vietnamese Club	1,235.00	
604-515 S.E.D. Club	1,100.00	
604-516 Iranian Students Club	95.00	
604-517 Saltworks Club	950.00	
604-518 D.S.U. Club	950.00	
604-519 DA'BASQUE Club	950.00	16,585.00

TOTAL SERVICES AND CLUBS ACCOUNTS $59,071.00

DASB BUDGET 1983 - 1984

SUNNYVALE CAMPUS ACCOUNTS

605 - SUNNYVALE CAMPUS

605	605-100 Legal Aid	$2,395.00	
	605-200 Activities Coord/Worker	5,204.00	
	605-300 Miscellaneous Operating	2,375.00	
	605-301 Publications	855.00	
	605-302 Noontime Entertainment	1,140.00	$11,969.00
TOTAL SUNNYVALE CAMPUS ACCOUNTS			$11,969.00

TOTAL ESTIMATED EXPENSES $299,539.00

REQUISITION FORMS available in the Accounts Office are used for (1) request for check, (2) request for purchase order and (3) request for transfer of funds from one account to another.

REQUISITIONS:

Complete all areas of the requisition. Be sure to consult the budget for proper account name and number, or indicate the name and number of Fund or Club account being charged. Check all appropriate boxes under "Remarks". Be specific as to date needed (do not use ASAP). One requisition may be used for a number of checks pertaining to the same account. Requisitions must have substantiating evidence of the transaction. Supporting materials, consisting of receipts, invoices, bills, contract or bills for speakers or performers must be supplied within five working days after the check has been issued. Retain the yellow copy of the requisition for your files.

Charges to a student account for purchases or work orders made through the Bookstore, Print Shop, Copy Corner or Stores Supplies must have the authorized signature of the advisor and the account number on the charge. This will permit payment without additional approval.

PURCHASE ORDERS:

Purchase orders are to be used for all budget purchases of materials or services exceeding $100.00. The requisition form is not a substitute for a purchase order. Purchase orders will be ready for mailing or pick-up after three working days. The white copy is presented to the vendor and the pink copy is sent to the originator. When the materials ordered are received the pink copy of the purchase order is sent back to the Accounts Office with a note indicating completion of the order and that payment is to be made.

PAYMENTS:

Upon completion of requisition and all required signatures, checks will be prepared and be ready for mailing or pick-up after three working days. Please anticipate deadlines accordingly to avoid last minute requests. The blue copy of the requisition will be returned to the originator to indicate payment.

RECEIPTS:

Money received from any income-producing event should be deposited promptly with the Accounts Office to insure its security. If a large sum of money is collected, arrangements for it to be held in the safe in the Administration Building overnight should be made through the Campus Security Office. The funds to be deposited should be counted and the total amount of the deposit determined. Currency should be facing in one direction and $1 bills paperclipped or rubberbanded in groups of 20. Bills in denominations or $5, $10, or $20 should be paperclipped or rubberbanded in groups

of $100. Coin wrappers are available upon request and should be used as needed prior to submission for deposit. The money will be recounted and compared to the total amount submitted.

SERVICES:

Cash boxes, ticket boxes, roll tickets and change funds may be requested through the Accounts Office. A form showing the denominations and total amount required for change fund is presented to the Cashier in the Administration Building. On the next working day after the event, the change fund is to be reimbursed to the Cashier and receipted. The receipt form is then turned in to the Accounts Offi-e with the cash box, unused tickets and cash collected.

FINANCIAL STATEMENT:

A financial statement showing beginning balance, receipts, disbursements and ending balance is issued each month for all ledger accounts maintained by the Accounts Office. If any questions arise regarding your account, telephone 996-4758 for information.

Hilde Sieler

HILDE SIELER
Accounts Manager