


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: Lisa Kirk Signature & Date:  10/25/22
Lisa Kirk (Oct 25, 2022 13:29 PDT)

Phone: 408-864-8528 E-mail: kirkalisa@fhda.edu

Group or department you are representing: DASG Card Production
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 \$ 15,296**
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: _____
 Account Number: _____

From Object Code:	To Object Code:	Requested Amount \$	DASG Use only Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____

The Budgeter and Administrator cannot be the same person.

 Budgeter's Name (PRINT) Budgeter's Signature Phone Number E-mail

 Administrator's Name (PRINT) Administrator's Signature Phone Number E-mail

Action Taken
(office use only)

Transfer Approved and Forwarded to Student Accounts on 10/25/2022 Transfer Denied
Date

 10/25/2022

 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/>

NEW OR ADDITIONAL FUNDING REQUESTS

- 1. Program (Account) Name: DASG Card Production
- 2. Have you previously received DASG funding for this program?
 No Yes DASG Account Number: 41-55117 Year Funded: 22-23
- 3. If yes, amount previously requested for current account \$ 14,000
- 4. If yes, total amount previously allocated current account \$ 12,000
- 5. How long has this program existed? 50 Years
- 6. Number of students directly served or involved in this program: 18,000

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG 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? DASG Student Photo ID card and VTA SmartPass Clipper Card production.

9. How do you use other funding to support your program? There is no other funding available

10. What would be the impact if DASG did not completely fund this request? The account would go into a deficit; the amount is owed back to the District for new equipment, installation, & service agreement. DASG will be billed with the October 2022 chargeback invoice from the District and is obligated to pay back amount charged. Due to an oversight by the DASG Accountant, funds were not encumbered in 21-22 when the PO was issued.

11. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? Verify student has paid \$10 DASG membership fee

12. Total amount being requested **\$ 15,296**
(You must also complete the object code information on the next page)

Signatures that are needed for requesting 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 DASG 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.**

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 They are available at <https://www.deanza.edu/dasg/budget/>**










\$15,296 DASG Card Production Add.Funding Request Oct`22

Final Audit Report

2022-10-26

Created:	2022-10-25
By:	Lisa Kirk (kirkalisa@fhda.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7OFkuxMpT1yVpdjnxhZXw-1AOiJKHN0R

"\$15,296 DASG Card Production Add.Funding Request Oct`22" History

-  Document created by Lisa Kirk (kirkalisa@fhda.edu)
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-  Document e-signed by Lisa Kirk (kirkalisa@fhda.edu)
Signature Date: 2022-10-25 - 8:29:58 PM GMT - Time Source: server- IP address: 76.103.217.160
-  Document emailed to shannakiandennis@fhda.edu for signature
2022-10-25 - 8:30:01 PM GMT
-  Email viewed by shannakiandennis@fhda.edu
2022-10-25 - 8:52:07 PM GMT- IP address: 153.18.175.250
-  Signer shannakiandennis@fhda.edu entered name at signing as Dennis Shannakian
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-  Document e-signed by Dennis Shannakian (shannakiandennis@fhda.edu)
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-  Document emailed to lebleuburnsmichele@fhda.edu for signature
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-  Signer lebleuburnsmichele@fhda.edu entered name at signing as Michele LeBleu-Burns
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-  Document e-signed by Michele LeBleu-Burns (lebleuburnsmichele@fhda.edu)
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-  Agreement completed.
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