



Budget Request Form

De Anza College

Inter Club Council (ICC)

Section A: Club Information

You can find Club Account number and balance information [here](#).

Club Name: De Anza Phi Beta Lambda

Requestor name: Jayden Phan Position at Club: VP of Operations

Club Email Address: deanzacapbl@gmail.com Club Account Number: #44- 4378

Current Club Account Balance (Attach a copy of club account #44-XXXX): \$2,790.68

☒ A PDF copy of the club's fund 44 account balance has been attached to this request.

Section B: Event Information

Event name: De Anza Innovation Summit (DAIS) - Find Your Tempo

Event date: October 10-11 Location: De Anza College

Brief description of budget request (unit price, quantity, description of supplies, how it's used):

\$59.92 - (1) Red Tablecloths for tables
\$43.18 - (2) Black Tableclothes for Judgeing tables
\$37.30 - (1) Table display, for contestant information

\$594 for custodial fee's

Section C: Request limitations

Please read the following carefully:

Club budget request forms must be submitted by the ICC Agenda Meeting at least two (2) weeks before the club's sponsored event to be considered for the next ICC Meeting. Late or retroactive requests will not be considered.

Per Event:

- Club event — \$800 max
- Guest Speaker / DJ / professional services — \$300 max per professional, or group (4+) \$800 max

Per Fiscal Year: (July 1 – June 30)

- Total club allocations — \$1,000 max
- Supplies (decorations, paper, tape) — \$250 max
 - not for fundraisers or giveaways
- Printing — \$250 max
 - No prepaid printing cards, must note "funded by ICC,"
- Domain & hosting — \$150 max
- Club banner — \$150 max
 - Once per year, Attach design with submission and present at Agenda Meeting

Not Funded:

- Club T-shirts, Awards, Food & refreshments, Capital equipment, Off-campus events, Alcohol or illegal materials, Expenses already paid by the club

Section D: Requesting Amounts

Object Code	Club Requested Amount	ICC Agenda recommendation
Supplies (4010)	\$140.40	
Banner (4013)		
Printing (4060)		
Technical & Professional Services (5214)	\$594	
Equipment Rental (5310)		
Advertisement (5745)		
Website Support/Insurance (5922)		
Grand Total Requested:	0	0

Section E: Club Requirements

Please read the following carefully and check the box if you meet the requirement.

- ☒ This club is not on probation
- ☒ The club has finished the last budget request. (forms all submitted and processed)
 - ☐ If not, please contact the ICC Chair of Finance at ICCFinance@fhda.edu.
- ☒ A PDF copy of the club's fund 44 account balance has been attached to this request
- ☒ This is an on campus event
- ☒ The request does not include awards, refreshments, capital equipment, or illegal items.
- ☒ Submission to the ICC Chair of Finance is no later than two (2) weeks prior to the event.
- ☒ I will present this form and other support documents to the upcoming ICC Agenda Meeting after submitting the forms. You can find the dates to the agenda meetings at: <https://www.deanza.edu/clubs/iccmeetings.html>

Section F: Officer Signatures

Only the President, Co-President, VP, or Treasurer may sign budget requests. Budget form will only be considered with 2 authorized signatures and club advisor signature.

Officer Name (Print):

Derick Nguyen

Position

President

Signature:

Derick Nguyen

Club Advisor Name (Print):

JEFFREY WEST

Department

Bus - Accounting

Signature:

Jeffrey West

De Anza College Student Accounts

Project Activity Report

Phi Beta Lambda @ DeAnza-Future Business Leaders of America

Account	Description	Date	Reference	Balance
4378 - Phi Beta Lambda@DeAnza-Future Business Leader				
			<i>Beginning Balance</i>	\$2,682.02
			<i>Adjustments to Balance</i>	\$0.00
44-41000-0821				
44-41000-0821	Club Revenue Donation	4/15/2026	FHDA Foundation-Donation Accounting -66281	\$4,065.00
			<i>Totals for 44-41000-0821.</i>	<i>\$4,065.00</i>
44-41000-0894				
44-41000-0894	Club Revenue Refund	6/17/2026	Foothill De Anza Fou-DonationRefund-PhiBetaLambd	(\$4,065.00)
			<i>Totals for 44-41000-0894.</i>	<i>(\$4,065.00)</i>
44-41000-0895				
44-41000-0895	Club Revenue Local Revenue	11/24/2025	Chipotle-11/4 % of Sales Fund-66098	\$170.63
			<i>Totals for 44-41000-0895.</i>	<i>\$170.63</i>
44-51110-4010				
44-51110-4010	Club Expenses Supplies	10/30/2025	George Pham Huang-Supplies-10/10-11 Innovation S	(\$151.10)
			<i>Totals for 44-51110-4010.</i>	<i>(\$151.10)</i>
44-51110-4013				
44-51110-4013	Club Expenses Promotional Ite	10/30/2025	George Pham Huang-Banner 10/10-11 Innovation S	(\$64.42)
			<i>Totals for 44-51110-4013.</i>	<i>(\$64.42)</i>
44-51110-4015				
44-51110-4015	Club Expenses Food	10/30/2025	George Pham Huang-Pizzas-10/10-11 Innovation Su	(\$271.45)
			<i>Totals for 44-51110-4015.</i>	<i>(\$271.45)</i>
44-72100-0000				
44-72100-0000	Trf from Fund 41 DASG Genera	10/15/2025	F'25 ClubDay-EngagingHonorable-FBLA	\$50.00
44-72100-0000	Trf from Fund 41 DASG Genera	1/28/2026	W'26 ClubDay-MostEngaging-Phi Beta Lambda	\$100.00
44-72100-0000	Trf from Fund 41 DASG Genera	1/30/2026	Club Spotlight Award-Phi Beta Lambda	\$25.00
44-72100-0000	Trf from Fund 41 DASG Genera	5/20/2026	Spr'26 ClubDay-Most Engaging-PhiBetaLambda	\$100.00
44-72100-0000	Trf from Fund 41 DASG Genera	5/20/2026	Spr'26 ClubDay-Favorite-Phi Beta Lambda	\$150.00
			<i>Totals for 44-72100-0000.</i>	<i>\$425.00</i>
			<i>Ending Balance</i>	<i>\$2,790.68</i>

De Anza College Student Accounts

Project Activity Report

Phi Beta Lambda @ DeAnza-Future Business Leaders of America

Report name: 4378 Phi Beta Lambda @ DeAnza-Future Business Leaders of America
Include these dates: <Specific fiscal periods> (7/1/2025 to 6/30/2026)
Include these Projects: 4378
User has access to all Projects