

## STUDENT REPRESENTATION FEE (FUND 46) 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: Robert Stockwell

Signature & Date: Robert Stockwell

Phone: 831-239-4343

E-mail: stockwellrobert@fhda.edu

Group or department you are representing: Political Science Department

*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) Budget Transfer of \$3,456.00 from 46-52644, FACCC Advocacy & Policy Conference, to 46-56405, FA PAC Interns, due to the virtual conference this year.

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: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

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

*The Budgeter and Administrator cannot be the same person.*

<u>Robert Stockwell</u>	<u>Robert Stockwell</u>	<u>831-239-4343</u>	<u>stockwellrobert@fhda.edu</u>
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
<u>Elvin Ramos</u>	<u>[Signature]</u>	<u>9172247568</u>	<u>ramoselvin@fhda.edu</u>
Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

Action Taken (office use only)			
<input type="checkbox"/> Transfer Approved and Forwarded to Student Accounts on _____	<input type="checkbox"/> 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/>