


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: Lisa Kirk & Martin Varela **Signature & Date:**  11/18/2021  11/19/2021
Lisa Kirk (Nov 18, 2021 08:14 PST)

Phone: 408-864-8528 **E-mail:** KirkLisa@fhda.edu; VarelaMartin@fhda.edu

Group or department you are representing: Student Accounts Office

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):** Transfer \$200,000 to a Restricted Fund Balance Account
Summary of item: (REQUIRED, use additional sheets if necessary) 41-323xx, Reserve for Next Yr. Budget Other Funding Source, when DASG receives Lost Revenue from De Anza.
The college expects to issue the check to DASG sometime in December.
DASG lost revenue under the guidelines of the Higher Education Emergency Relief Fund (HEERF) Federal grant.

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.

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

Action Taken
(office use only)

Transfer Approved and Forwarded to Student Accounts on _____ Date Transfer Denied

_____ Date _____ Date

DASB Chair of Finance DASB Advisor

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/>