

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.

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OCT 04 2019

DE ANZA COLLEGE
STUDENT ACCOUNTS

Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.

Name: Dennis Shangkion

Signature & Date: Dennis Shangkion 10/4/2019

Phone: 408-864-8757

E-mail: shangkiondennis@fnda.edu

Group or department you are representing: _____

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) _____

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: DASB Bicycle Program

Account Number: 41-55116

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
<u>2310</u>	<u>5214</u>	\$900.00 <u>\$300.00</u>	

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

Pay for increased maintenance costs.
TO Repair Bicycles

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

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/>

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De Anza College Student Accounts
INDEPENDENT CONTRACTOR PRE-AUTHORIZATION
(To be attached to the Independent Contractor Agreement)

Rtn. SEP 09 2019

DE ANZA COLLEGE
STUDENT ACCOUNTS

Contractor Name: Calabagas Cycling

Contractor Fee: \$800.00

Type of Service: BIKE REPAIR LABOR

Date of Service: 7/1/2019 - 6/30/2020

Student Acct. Name: DASB BICYCLE PROGRAM

Account Number: 41-55110-5214

Authorization Signatures: (In signing, approval of expenditure is authorized)

Signature

Date

Advisor/Budgeter:

Dennis Shandrin

10/4/2019

Club Authorized Officer:

Administrator for the Program:

DASB VP of Finance:

ICC Chair:

College Life Activities Specialist:

Director of College Life:

Note: Failure to receive pre-authorization could result in expenditure being denied.

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STUDENT ACCOUNTS

For accounts housed in Student Accounts, please follow the procedure below:

1. The budgeter/account holder establishes the terms of the contact and has the contractor sign the Independent Contractor Agreement Form and the W-9 form. There should be no other signature on the IC Agreement except for the contractor. **At this point, there is still no contract and work must not start.** (If it is a club Fund 44 account, club approval is required. Please attach club minutes or a Financial Action form.)
2. The budgeter/account holder completes the Independent Contractor Pre Authorization form and signs it along with the Administrator for the Program.
3. The I.C Agreement form, W-9 form, and the IC Pre-Authorization form is given to Student Accounts. Student Accounts will obtain the required signatures on the IC pre-Authorization form and will forward the IC Agreement to the Director of Budget and Personnel for review and approval.
4. If the Director of Budget and Personnel approves the terms of the contract, the Director or the College VP of Finance will sign the Independent Contractor Agreement and return it to Student Accounts.
5. The approved Independent Contractor Agreement form, W-9 form, and the IC Pre-Authorization form will be returned to the budgeter/account holder giving approval for the work or service to proceed. You will HOLD the IC Agreement, W-9 and IC Pre-Authorization form until the contractor completes the service.
6. Upon finishing the work, the contractor gives the budgeter an invoice (or they complete the invoice page provided in the Independent Contractor packet.)
7. The budgeter/account holder and their administrator sign on the Invoice for payment.
8. The following are submitted to Student Accounts: The Independent Contractor Agreement, the IC Pre-Authorization form, the Invoice, and the W-9 form.
9. Student Accounts will get the Director of Budget and Personnel's signature on the invoice and will forward to District Accounting for further processing.