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DE ANZA COLLEGE
STUDENT ACCOUNTS

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: Yi-Ting, Hsu Signature & Date: Yi-Ting, Hsu

Phone: 669-220-8220 E-mail: kittymovie0122@gmail.com

Group or department you are representing: Diversity & Event

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 Campus Events

Account Number: 41-55180

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
<u>5214</u>	<u>4010</u>	<u>2200</u>	
<u>5214</u>	<u>4015</u>	<u>2200</u>	

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

Money left in both food and supplies account aren't enough for the upcoming events. (Fall mixer and donation drive are the events left for fall

The Budgeter and Administrator cannot be the same person.

Budgeter's Name (PRINT) Yi-Ting, Hsu Budgeter's Signature Yi-Ting, Hsu Phone Number 669-220-8220 E-mail kittymovie0122@gmail.com

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/>

more for
quarter.)
Spring & Winter
(at least 4
events per quarter)