

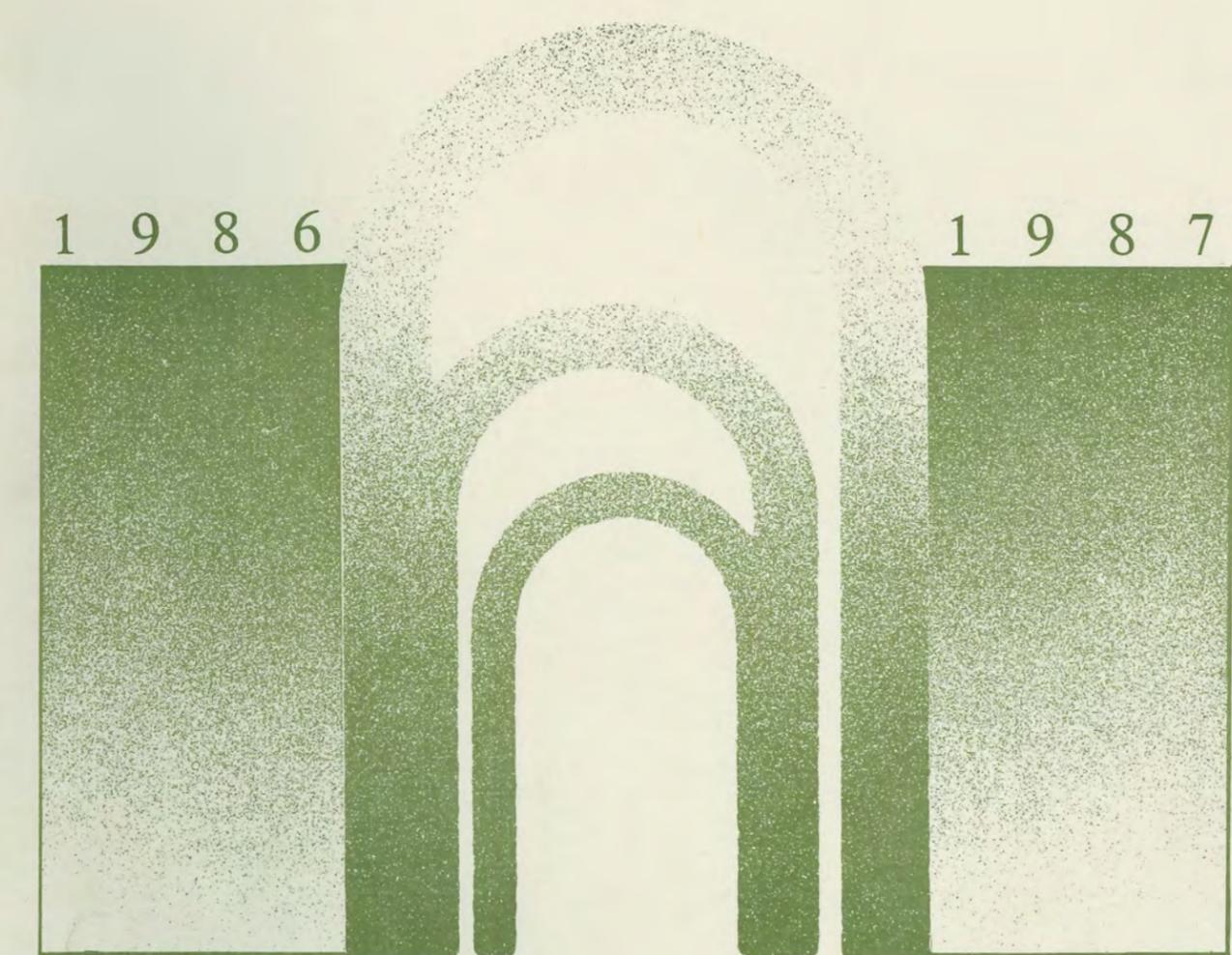
D A S B

De Anza Associated Student Body



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B U D G E T

Honor • Integrity • Commitment
Building a Strong Foundation for the Future

De Anza College

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1986 - 1987 DASB BUDGET

The following budget for the De Anza Associated Student Body was adopted on May 5, 1986 by a vote of 11:2:1.

Student Council Members in attendance:

Durriya Ansar	Andy Muehle
Al Calauastro Jr.	Grail Nitsch
Stephanie Foster	Antoinette Nguyen
Liza Garibaldi	Joseph Nguyen
Kevin Lee	Marcus Serrano
Greg Martin	Helen Shor
Nilofer Merchant	Tim Wines
Irving Mott	

BUDGET MESSAGE

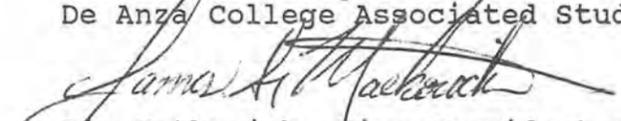
For Fiscal Year 86-87, the Budget Committee reviewed over one hundred requests for support. Total requests were in excess of \$650,000, not only did this review take countless hours during school and vacation time but it took discretion; "Who should get what and why." All requests were passed by a majority vote of this committee which reflected a commitment to a consistent set of guidelines that make this process as equitable as possible.

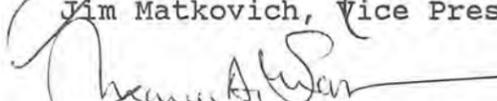
This being the largest budget approved to date, it represents our wish to see De Anza continue to help provide students and staff with supplemental resources to keep our college in high standing.

In the future, the DASB Budget Committee will strive to make it easier for applicants to understand the allocation process so that they can apply for DASB funds with a minimum of confusion.

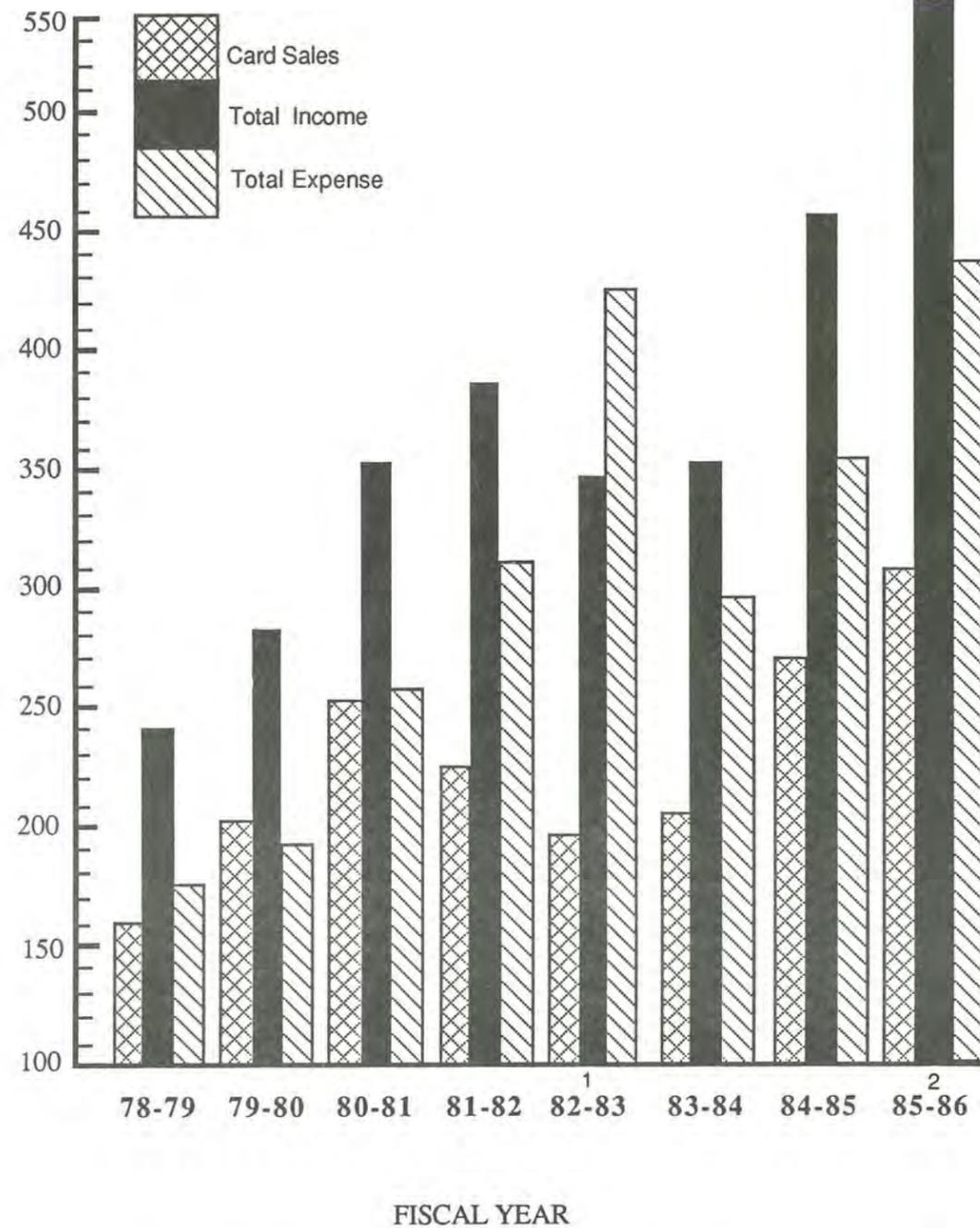
The Slogan "Honor, Integrity and Commitment" shall apply throughout all DASB Functions. Hopefully it shows in our recommendations for this budget.

The 1986-87 Budget Committee
De Anza College Associated Students


Jim Matkovich, Vice President of Finance, DASB

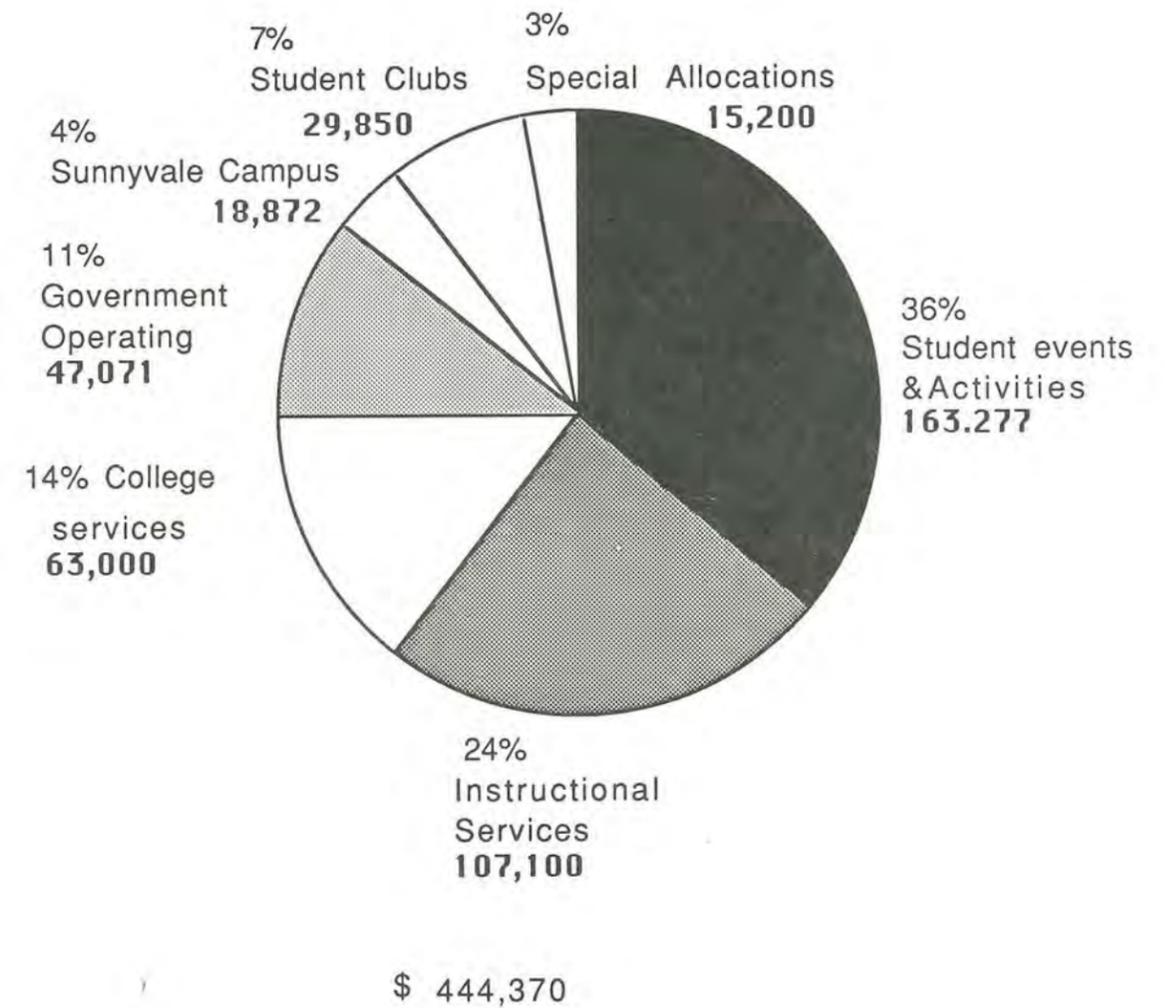

Marcus Serrano, President, DASB

DASB BUDGET INCOME & EXPENSE HISTORY



1. SPECIAL RESERVE ALLOCATION - CAMPUS LIGHTING PROJECT \$ 50,000
2. Does not include \$46,000 for special projects. (\$17,000 Admissions office, \$7,000 Accounts office, \$6,500 Design and Publicity Room computer, \$6,500 Flea Market, \$6,500 P.E., \$2,500 Miscellaneous)

DASB EXPENSE PROFILE 1986-1987



5/29/86

DASB BUDGET 1986-1987
INCOME AND EXPENSE SUMMARY

INCOME

Card Sales	\$245,000.00
Reserve Interest	\$ 40,000.00
Student Events and Activities	\$136,920.00
Instructional Support	\$ 21,200.00
Student Clubs	\$ 400.00
Language Arts	\$ 850.00

EXPENSE

Student Government Operating Accounts	\$ 62,271.00
Student Clubs	\$ 29,850.00
Student Events and Activities	\$163,277.00
Sunnyvale Campus Activities and Services	\$ 18,872.00
College Services	\$ 63,000.00
Instructional Support	\$107,100.00

INCOME TOTAL \$444,370.00

EXPENSE TOTAL \$444,370.00

DASB BUDGET 1986-1987
INCOME

Card Sales	\$245,000.00
Reserve Interest	40,000.00

STUDENT EVENTS & ACTIVITIES

Video Games	\$ 2,000.00	
Bike Lockers	2,400.00	
Flea Market	90,000.00	
De Anza Design Shop	30,000.00	
Intramural Sports	11,020.00	
Student Events	1,500.00	\$136,920.00

LANGUAGE ARTS

Bottom Fish Magazine	\$100.00	
Friday Films	750.00	\$850.00

INSTRUCTIONAL SUPPORT

ATHLETICS

Men's Basketball	\$ 900.00	
Women's Baseball	800.00	
Football	4,800.00	\$6,500.00

FINE ARTS

Band	\$ 600.00	
Chorale	1,500.00	
Dance	4,000.00	
Student Films	300.00	
Jazz Ensemble	500.00	
College Chorus	500.00	
Orchestra	300.00	
Summer Music Festival	4,000.00	
Vocal Jazz	1,000.00	
Fine Arts Musical	2,000.00	\$14,700.00

CLUBS

Chinese Student Union	\$200.00	
Outdoor Club	200.00	\$400.00

TOTAL ESTIMATED INCOME 444,370.00

DASB BUDGET 1986-1987
EXPENSE

GOVERNMENT OPERATING ACCOUNTS

DASB ADMINISTRATIVE EXPENSES

ACUI \$500.00

CONFERENCE TRAVEL

Student Travel \$3,500.00
Advisor Travel 1,000.00 \$4,500.00

ADMINISTRATIVE COSTS

President \$75.00
Vice President 75.00
Director/Program Board 75.00
Director/Finance 75.00
Director/Communications 75.00 \$375.00

GOVERNMENT COSTS

Printing \$2,346.00
Activities Intern 5,500.00
Secretary 2,300.00
Telephone 2,000.00
Savin Supply & Maintenance 1,425.00
New Copy Machine 5,800.00
Elections 600.00
Accounts Office System Consultant 3,000.00
Supplies 1,200.00
DASB Card Printing 3,525.00
Accounts Office Supplies 5,000.00
Accounts Office Clerk 9,000.00 \$41,696.00

SPECIAL ALLOCATIONS

Summer '86 Allocation \$2,000.00
Fall '86 Allocation 3,200.00
Winter '87 Allocation 3,200.00
Spring '87 Allocation 3,200.00
Emergency Allocation 3,600.00 \$15,200.00

DASB BUDGET 1986-1987
EXPENSE

STUDENT CLUBS

Black Student Alliance	\$ 800.00	
ICC General Fund	6,100.00	
Cheerleaders	2,100.00	
Chess club	1,150.00	
Child Development Club	900.00	
Chinese Student Union	2,000.00	
College Republicans	1,200.00	
De Anza Role Playing	300.00	
Disabled Students	1,500.00	
Film/TV Guild	1,200.00	
FOCA	900.00	
GALA	900.00	
Korean Club	1,200.00	
Korean DeAnza Bible Study	800.00	
Machine Tool Club	300.00	
Native American Club	1,000.00	
Outdoor Club	1,800.00	
Pegasus	2,000.00	
Society for Creative Anarch.	1,900.00	
Vietnamese Student Assoc.	1,800.00	\$29,850.00

STUDENT EVENTS & ACTIVITIES

Alumni Association	\$ 3,000.00
Athletic Dinner	350.00
Bike Locker Maintenance	3,850.00
Calendar of Events	8,000.00
Campus Clean-up	600.00
Communications Board	3,000.00
Convocation Speaker	3,000.00
Cultural Enhancement Program	2,000.00
De Anza Day ASB	6,000.00
De Anza Day Activities	6,500.00
De Anza Design	33,000.00
Five K (5-K) Run	450.00
Flea Market	30,000.00

Graduation	600.00	
Grapevine	2,750.00	
High Noon	4,000.00	
Holiday Tree/Food Drive	600.00	
Intramural Capital Expense	2,000.00	
Intramural Sports	25,000.00	
Lights Out	3,500.00	
Literature Holders	200.00	
Orientation	2,400.00	
Saturday Students Events	1,000.00	
Student Events	5,300.00	
Student Event Film	310.00	
Student Publication	12,000.00	
Student Ride Board	50.00	
Ticket Takers	967.00	
VCR	850.00	
Women's Week	2,000.00	\$163,277.00

DASB BUDGET 1986-1987
EXPENSE

<u>SUNNYVALE CAMPUS</u>		
Activities Coordinator	\$9,672.00	
Legal Aid	2,000.00	
Misc. Operating	3,000.00	
Noontime Entertainment	3,000.00	
Publication	1,200.00	\$18,872.00
<u>COLLEGE SERVICES</u>		
Activities Office Assistant	\$ 5,000.00	
California History Center	2,000.00	
Career Planning & Placement	1,500.00	
Child Development Center	9,000.00	
Info Center	20,000.00	
Legal Aid	6,750.00	
NDSL	5,000.00	
Registrar's Office	3,500.00	
Renew	300.00	
Scholarships	8,450.00	
Transfer Project	1,500.00	\$63,000.00
<u>INSTRUCTIONAL SUPPORT</u>		
<u>FINE ARTS</u>		
All College Chorus	\$2,000.00	
Art & Photo Competition	2,600.00	
Band	3,750.00	
Chorale	3,500.00	
Dance	6,000.00	
Euphrat Gallery	6,000.00	
Jazz Ensemble	2,700.00	
Jazz Fest	2,000.00	
Musical	5,000.00	
Orchestra	1,100.00	
Student Films	2,500.00	
Summer Music Festival	6,000.00	
Vocal Jazz	3,000.00	\$46,150.00
<u>OLDER ADULT SERVICES</u>		
Supplies and Activities		\$5,850.00

DASB BUDGET 1986-1987
EXPENSE

INTERCULTURAL STUDIES

Asian Events	\$1,500.00	
Black Events	1,700.00	
Chicano Events	1,750.00	
Native American Events	1,750.00	
Care Program	900.00	
College Readiness	2,000.00	
Summer Learn & Work	750.00	
Division Office	1,500.00	
Bilingual Center	3,000.00	\$14,850.00

LANGUAGE ARTS

Bottom Fish Magazine	\$1,500.00	
Friday Films	2,500.00	
La Voz	6,250.00	\$10,250.00

LEARNING CENTER

\$4,000.00

ATHLETICS

Awards	560.00	
Banquets	500.00	
Baseball	2,200.00	
Contingency	1,000.00	
Entry Fees	2,000.00	
Films	1,500.00	
Football	4,500.00	
Golf	750.00	
Men's Basketball	2,200.00	
Men's Cross Country	350.00	
Men's Swimming	350.00	
Men's Tennis	750.00	
Men's Track & Field	825.00	
Playoffs	1,500.00	
Soccer	1,150.00	
Softball	975.00	
Water Polo	575.00	
Women's Basketball	1,400.00	
Women's Cross Country	350.00	
Women's Swimming	350.00	
Women's Tennis	750.00	
Women's Track & Field	575.00	
Women's Volleyball	890.00	\$26,000.00

TOTAL - INSTRUCTIONAL SUPPORT \$107,100.00

TOTAL ESTIMATED EXPENSES \$444,370.00

BUDGET STIPULATIONS 1986-1987
GENERAL STIPULATIONS BY COUNCIL

1. All programs acknowledge publicly through advertising and promotional material and in other instances where circumstances allow that DASB is funding that program.
2. No program in this budget can draw more than 10% of their original budget allotment from the emergency fund. Council by a 2/3 vote can overrule this stipulation in the event that a program has seriously underbudgeted.
3. All programs must keep accurate records of the number of persons attending that program's activities with a breakdown of the number of students included. These records are to be turned in at the end of each quarter to the Director of Finance. The Director of Finance will then turn over these statistics to the Student Council if it is felt that a program is running inefficiently (funds are not being used for intended purposes, no report at the end of the quarter is issued to the Council, lack of student service, or any other reasonable complaint lodged against a program by Council) the Council by a unanimous vote can place a freeze on a program's budget until the time in which Council feels that the program should be reinstated. A 2/3 vote is required for the reinstatement of a program once it has been frozen. Any action taken within this section requires a vote to post off at least one week.
4. All programs must follow the Financial Code included in this budget.

BUDGET STIPULATIONS 1986-1987
INDIVIDUAL STIPULATIONS

INCOME COMMITMENTS

As a condition of funding all programs with trust, the income commitment must be met by transferring funds from the Trust Account if necessary to fulfill the income obligation.

ATHLETICS

Must spend at least 5% of their budgeted funds on the advertising of sports events. This advertising is limited to the De Anza campus. Checks will be issued in the names of coaches for student food allowance while traveling. Documentary receipt of funds will be submitted upon return from trip. Lodging will be paid directly to hotels unless otherwise specified.

EUREKA

All students with current body cards shall receive a 50% discount.

GRAPEVINE

The Grapevine will be published once a week and be distributed throughout all areas of the campus (not just the Campus Center).

PROGRAM BOARD

At least 5% of a program's budget must be spent on advertising programmed activity and must be posted in areas of the school where the most students will see it (i.e., Campus Center).

STUDENT SCHOLARSHIPS

Student Scholarships will be awarded as follows: six each quarter, four at \$500.00 for full time students and two at \$350.00 for part time students, with exception of Spring quarter when the two will be at \$300.00 . The criteria for awarding these scholarships will be decided upon by the DASB Senate, and applications will be accepted from all eligible DASB students.

SPECIAL ALLOCATIONS

The General Contingency for all quarters is to be used for the funding of programs not in the budget or for unbudgeted items. The Emergency fund is to be used for the 10% ceiling allowed on the budgeted programs and for emergency situations which will require the use of DASB monies. An emergency situation may be declared by the president after consultation with the director of finance according to DASB bylaws.

FINANCIAL CODE

I. OBJECTIVES

This Financial Code is established to define those policies and procedures of the developing, approving and expending of all money under the control of De Anza College and its Associated Organizations in order to insure that all financial transactions will be made in the best interests of the Associated Day/Evening Students and in accordance with all pertinent County, State and District Financial regulations. ONLY DE ANZA ASSOCIATED STUDENT BODY MEMBERS ARE ELIGIBLE TO RECEIVE BENEFITS AND PRIVILEGES OUTLINED IN THIS CODE OR THOSE SPECIFIED BY DE ANZA ASSOCIATED STUDENTS.

II. SPECIAL QUALIFICATIONS

Other than the general qualifications as stated in the OPM, the DASB Director of Finance shall have or be willing to obtain a working knowledge of bookkeeping.

III. BUDGETS

The governing principle in considering budget requests will be to allocate money to those activities which will assure the greatest benefits to the DASB of De Anza College.

- A. All of the finances of this organization shall be administered under a budget system.
- B. Preparation of the Budget:
 1. The announcement of the submission deadline for budget requests for the following fiscal year must be sent to all Budget Administrators, College Deans, Student Council members, posted on the DASB Council Bulletin Board and made known to any other interested persons by mid-January.
 2. Announcements of the availability of the monies for the next fiscal year must be made in the various campus media.
 3. A general meeting should be held at least 2 (two) weeks prior to the budget request deadline. The purpose of this meeting will be to discuss the guidelines for the requests. The meeting will be chaired by the Director of Finance.

4. All requests for budget items must be submitted to the Director of Finance. The budget requests should have the signature of the program advisor and, when appropriate, a student representative.

5. The Director of Finance shall present a proposed budget, approved by a majority of the Budget Committee to the Student Council at least 2 (two) weeks before dead week of the Spring quarter.

- C. The Budget Committee shall consist of the DASB Director of Finance (chairperson), Activities Advisor, the Accounts Manager and at least 4 (four) other Senators. The Budget Committee shall be responsible for the review of all budget requests and the preparation of the preliminary budget.
- D. The approval of the annual budget requires a 2/3 vote of the Student Council with a vote to post for at least one week.
- E. Request for line item transfers of budgeted items must be submitted in advance to the Director of Finance who will present the request to the Student Council with a recommendation.
- F. Requests for funds other than approved budget items must be submitted one week in advance to the Director of Finance who will present the request to the Student Council with a recommendation. Council by a majority vote can waive this requirement in the event of an emergency.
- G. Procedure for the disposition of money matters other than budgeted items:
 1. The Director of Finance presents the item to the Student Council with recommendations for action.
 2. After discussion on the matter, the Student Council decides to approve or disapprove the matter by a simple majority vote.
 3. If the item is disapproved, the matter is closed.

4. If the item is approved, the affirmative vote is considered approval to post the motion on the DASB Council Bulletin Board under "Financial Information" at least 1 (one) week prior to the next meeting of the Student Council. At this second meeting, the matter will be re-read and a final approval or disapproval roll call vote requiring a simple majority will be held.

- H. After consultation with the Director of Finance and DASB Advisor, the Presiding Member may declare an emergency at which time financial matters may be approved by Student Council by a majority roll call vote without due notice or postponement.

IV. TYPES OF ACCOUNTS

- A. DASB Accounts: All income and expenditures designated in the annual budget.
- B. Organization Accounts: Income and expenditures of recognized clubs and organizations.

V. DEPOSITS

- A. All money collected from any source must be substantiated by prenumbered receipts, prenumbered tickets, or other checkable records.
- B. No part of the expense of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions (Item VII).
- C. Banking of all funds and all official bookkeeping records shall be the responsibility of the Accounts Manager, who shall be a bonded employee of the School District.
- D. All DASB programs and student organizations funds collected from any source whatsoever shall be deposited immediately with the Accounts Manager.
- E. The Accounts Manager shall issue a receipt for all money received.
- F. All money received shall be deposited in a timely manner on the 1st business day after receipt of funds.

VI. EXPENDITURES

All expenditures of the DASB accounts or Organization accounts shall follow the procedures outlined below. NO DEFICIT SPENDING WILL BE ALLOWED. No funds will be advanced on a petty cash basis.

- A. The person seeking the funds shall fill out a requisition (obtained from the Faculty Advisor or the Accounts Manager) and will secure the approval of the Faculty Advisor, the Activities Coordinator and the DASB Director of Finance. (In the case of an emergency, the Activities Coordinator may authorize an expenditure which must then be reported at the next Student Council meeting or at the next club meeting.)
- B. The approved requisition shall then be presented to the Accounts Manager.
- C. The Accounts Manager will facilitate the transaction in either of three ways and will note on the requisition the action taken.
 1. Purchase Orders - Whenever possible, all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition to the Accounts Office. Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from whom such items are to be purchased. After review and approval by the student organization/advisor the Activities Coordinator and the DASB Director of Finance, a purchase order will be issued. Copies of all requisitions and purchase orders will be made for the DASB Director of Finance. Receipt of goods prior to payment must be reported in writing.

The DASB Council will not assume financial responsibility for any charge item not covered by the purchase order issued in advance of purchases. Individuals obtaining goods or services without a purchase order will be held responsible for the payment of any goods or services.

2. Checks - It is sometimes desirable to pay for certain goods and services directly by check. Upon receipt of an approved requisition indicating that a check is necessary, the Accounts Manager shall prepare the check. Ordinarily checks shall be made out to the vendor.

Any goods or services paid for by check must be validated by receipt or bills which must be returned to the Accounts Manager indicating that delivery has been made.

3. Open Accounts - In the event that open charge accounts are maintained, only items specified in writing shall be purchased. An advance purchase order must be issued designating authorized purchases, designated time periods and maximum amount of expenditure for the period.

VII. TICKETS

- A. Tickets to be sold for all DASB approved events may be secured from the Accounts Manager. All unsold tickets must be returned to the source.
- B. Complimentary tickets to social, athletic and other events must be approved by the DASB President and the Director of Finance.

VIII. MAINTENANCE OF RECORDS

Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the Director of Finance, Accounts Manager or District Internal Auditor at any time.

Inventory - All equipment of a consumable nature purchased with funds will, at the discretion of the Accounts Manager and the Director of Finance, be identified with an inventory number and described in a permanent record. The inventory record shall be maintained in the Accounts Office. The Director of Finance shall have the responsibility of periodically inspecting the inventory record and conducting an inventory of actual equipment with the assistance of the appropriate department, organization or club.

All equipment purchased with DASB student funds remain property of DASB and will be stored on school premises when not in use.

An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the School District. A report of the audit shall be made to the Student Council and the Board of Trustees of the District.

IX. FINANCIAL REPORTS

- A. The Director of Finance shall give a financial report of DASB and Organization accounts to the Student Council and obtain approval of current expenditures once a month.
- B. All programs funded by the 1986-1987 DASB budget are required to report to the Director of Finance quarterly. These reports will be submitted by the Treasurer or alternate officer of the funded organization one week prior to the first day of finals each quarter. If the report is not supplied, or is found inadequate by the Director of Finance, the funds of that budget item may be frozen by a majority of the quorum of the Senate after the first week of the following quarter.
- C. If a program has failed to file any of the quarterly reports for the 1985 - 86 fiscal year then said account on the 1986-87 budget will be frozen until a report is received.

X. CONTRACTS

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Faculty Advisor, the Activities Coordinator, DASB Presiding Member and Director of Finance. All contracts must be made out in triplicate; one copy shall remain with the Faculty Advisor and one copy shall be filed with the Accounts Manager. Payment on contracts must be initiated by the regular requisition procedure.

IX. FUND RAISING EVENTS

Fund raising drives sponsored by organizations not affiliated with the college must be coordinated in advance with the campus calendar as established by Student Council and receive the approval of Student Council.

XII. STUDENT BODY CARDS

- A. The cost of membership in the De Anza Associated Student Body shall be determined by the Student Council with the Approval of the College President.
- B. Lost or stolen student body cards may be replaced by the Campus Cashier after proof of prior purchase by the Registrar's Office at a replacement charge to be determined by the DASB Student Council.
- C. Spouse cards may be made available to married students at \$3.00 for the year or \$1.00 for each quarter.

XIII. TRAVEL CLAIMS

- A. Faculty Advisors must check with the Activities Coordinator about securing approval for trips and/or conferences. Anyone planning to claim reimbursement for travel expenses must secure a trip voucher in advance of the trip and the completed voucher listing estimated expenses must be approved and signed by the Activities Copordinator prior to the trip. Groups or teams traveling with an advisor must submit one claim form per group trip signed by the Advisor.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance and be able to show a valid California state driver's license. Minors must supply written approval of parent or guardian.

In no instance will the expenses claimed be more than the actual amount expended. All expenses must be verified by written receipts.

The dollar amounts listed below are the portions DASB Council is willing to contribute toward travel expenses. These amounts are intended as a subsidy and any charges that exceed the stated subsidies will be at the expenses of the person/group incurring them.

- B. TRAVEL ALLOWANCES: Group and Team (Based on group rates -- minimum of 3 DASB students. Arrangements for the car pools and/or economy/chartered airfares are expected.)

- 1. Hotel accommodation: \$12.00 per night.
- 2. Total cost of food will not exceed \$11.00 (3.50 for breakfast; \$3.50 for lunch, and \$4.00 for dinner) per day.
- 3. Mileage expense: \$.15 per mile and 80% in California and 50% out - of - state per event, airfare per person.

XIV. BANQUET AND ORIENTATION MEETING MEAL EXPENSES

All activities serving meals must be listed in the budget request which is approved by the Student Council.

The subsidized cost of meals served at these activities must not exceed \$2.50 per person.

XV. INCOME COMMITMENTS AND FUND ACCOUNTS

All programs in the budget which have income commitments are expected, to the best of their abilities, to return to DASB for committed amount. If any program at the end of the Budget year has not reached their income commitment and has a trust fund account, that program may be obliged to use their fund account to reach their income commitment. This action is to be determined by action of council upon recommendation of the Director of Finance. Council should not claim any money in funds not made by use of DASB funds, (i.e., funds made by outside fund-raising or work done by budgetee).

If any program has reached their income commitment early in the budget year and continues to produce income through the use of student funds, the program will be obliged to continue to deposit that money into their income account. Excluded from this: Summer Swim.

At the end of fiscal year, after the books are closed, DASB will set aside in a special account, any budget surplus in excess of \$45,000 to be administered by DASB. The funds will be used for special projects that the council feels will be beneficial to students.

DE ANZA STUDENT ACCOUNTS GENERAL PROCEDURES

PLEASE READ CAREFULLY TO INSURE YOUR ACCOUNT NEEDS ARE MET SATISFACTORILY.

REQUISITION FORMS available in the Accounts Office are used for (1) request for check, (2) request for transfer of funds from one account to another.

REQUISITIONS:

Complete all areas of the requisition. Be sure to consult the budget for proper account name and number, or INDICATE THE NAME AND NUMBER OF FUND OR CLUB ACCOUNT BEING CHARGED. Check all appropriate boxes under "Remarks". Be specific as to date needed (DO NOT USE ASAP). Remember, for DASB Budget Accounts and Club Accounts, three signatures (Advisor, Activities Coordinator, and Student Finance Director) are required; and for Trust Accounts, two signatures (Advisor, and Activities Coordinator) are required. Please obtain the signatures before submitting requisition to the accounts office. One requisition may be used for a number of checks pertaining to the same account. REQUISITIONS MUST HAVE SUBSTANTIATING EVIDENCE OF THE TRANSACTION. Supporting documents, consisting of receipts, invoices, bills, contract or bills for speakers or performers must be supplied within ten working days after the check has been issued. SHOULD SUPPORTING DOCUMENTS NOT BE FORTHCOMING, THE ACCOUNT MAY BE FROZEN WITH NO ADDITIONAL CASH ADVANCE ALLOWED. Retain the yellow copy of the requisition for your files.

PAYMENTS:

UPON COMPLETION OF REQUISITION AND ALL REQUIRED SIGNATURES, CHECKS WILL BE PREPARED EVERY MONDAY, WEDNESDAY AND FRIDAY AND BE READY FOR MAILING OR PICK-UP AFTER 1:30PM. Allow 3 working days for check preparation. Please anticipate deadlines accordingly to avoid last minute requests. The blue copy of the requisition will be returned to the originator to indicate payment or fund transfer.

ACCOUNTS OFFICE PROCESSING FEE

1. Emergency check i.e., manual check requests \$10.00/check.
2. Void check charge \$10.00/check.
3. Stop payment charge \$10.00/check.
4. Returned check charge \$10.00/check.

These fees are needed to cover additional cost of processing and bank charges.

RECEIPTS:

MONEY RECEIVED FROM ANY INCOME-PRODUCING EVENT MUST BE DEPOSITED PROMPTLY WITH THE ACCOUNTS OFFICE TO INSURE ITS SECURITY. If a large sum of money is collected, arrangements for it to be held in the safe in Administration Building overnight should be made through Campus Security Office. Account number should be written on the back of the checks. Currency should be rubber banded in groups of \$100. Coin wrappers are available upon request and should be used as needed prior to submission for deposit. The money will be recounted and compared to the total amount submitted.

DEPOSITS REQUIRING IMMEDIATE CASH COUNTING CAN ONLY BE MADE BETWEEN 8:00am to 10:00am or 3:00pm to 4:30pm DAILY.

SERVICES:

BIKE LOCKERS are to be rented to DASB card holders. The key deposit is \$12, the rental fee is \$12 for each quarter and \$6 for each summer session. If the key is not returned by the last day of the quarter, the deposit will be forfeited. The key deposit will be returned within one week after the assigned key is returned and use of the locker is terminated. CASH BOXES, TICKET BOXES, ROLL TICKETS AND CHANGE FUNDS may be requested through the Accounts Office. A form showing the denominations and total amount required for change fund is presented to the Cashier in the Administration Building. On the next working day after the event, the change fund is to be reimbursed to the Cashier and receipted. The receipt form is then turned in to the Accounts Office with the cash box, unused tickets and cash collected.

ACCOUNT INQUIRES:

DETAILS OF INDIVIDUAL ACCOUNTS ARE AVAILABLE FROM A COMPUTER TERMINAL LOCATED IN THE ACTIVITIES OFFICE. If there are further questions please telephone x 4442. Office Hours: 8:00am to 5:00pm.

Rhoda Wang
Student Accounts Manager

