

D A S B

De Anza Associated Student Body



B U D G E T

Honor • Integrity • Commitment

1987 - 1988

De Anza College

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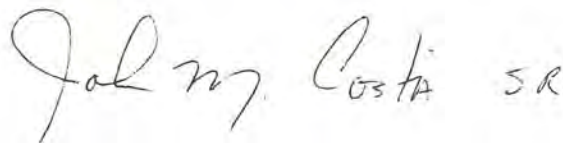
DASB BUDGET MESSAGE

I am pleased to present the De Anza College Associated Student Body Budget for Fiscal the Year 1987-1988. After many, many hours of review and deliberations the DASB Budget Committee recommended approval by the DASB Senate. The DASB Budget was unanimously approved on June 22 , 1987.

The criteria for funding has been to assess the following student needs: identify how many students would be served, identify other sources of financial assistance available to the applicant, assess how critical the funding is to a student's education, how innovative is the proposal, income potential and last but not least the subjective feelings of the ASB membership on what programs deserve assistance are considered.

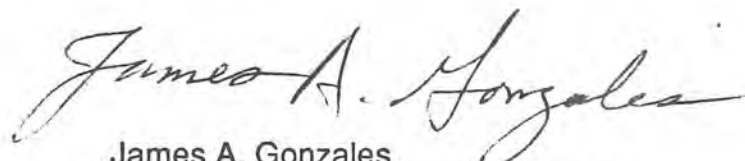
Several new areas were funded this year. Of special note is the very successful Student Ambassador Outreach Program which involves over 40 student volunteers and the Student Recognition Event which drew over 800 student scholars, friends, family and faculty.

The DASB believes in De Anza and is pleased that we can support innovation and excellence at our campus.



John M. Costa Sr.
Vice President of Finance for DASB
1986-1987

As the new Vice President of Finance for 1987-88, I am looking forward to a year of continued growth in the relationships of DASB and the organizations it funds. These relationships are important to DASB and it takes great pride in being part of the De Anza College spirit. If there are any questions concerning DASB funding, please give me a call at 996-4690. Congratulations to all the budgeted programs and good luck in 1987-88.



James A. Gonzales
Vice President of Finance for DASB
1987-1988

DASB BUDGET INCOME & EXPENSE HISTORY

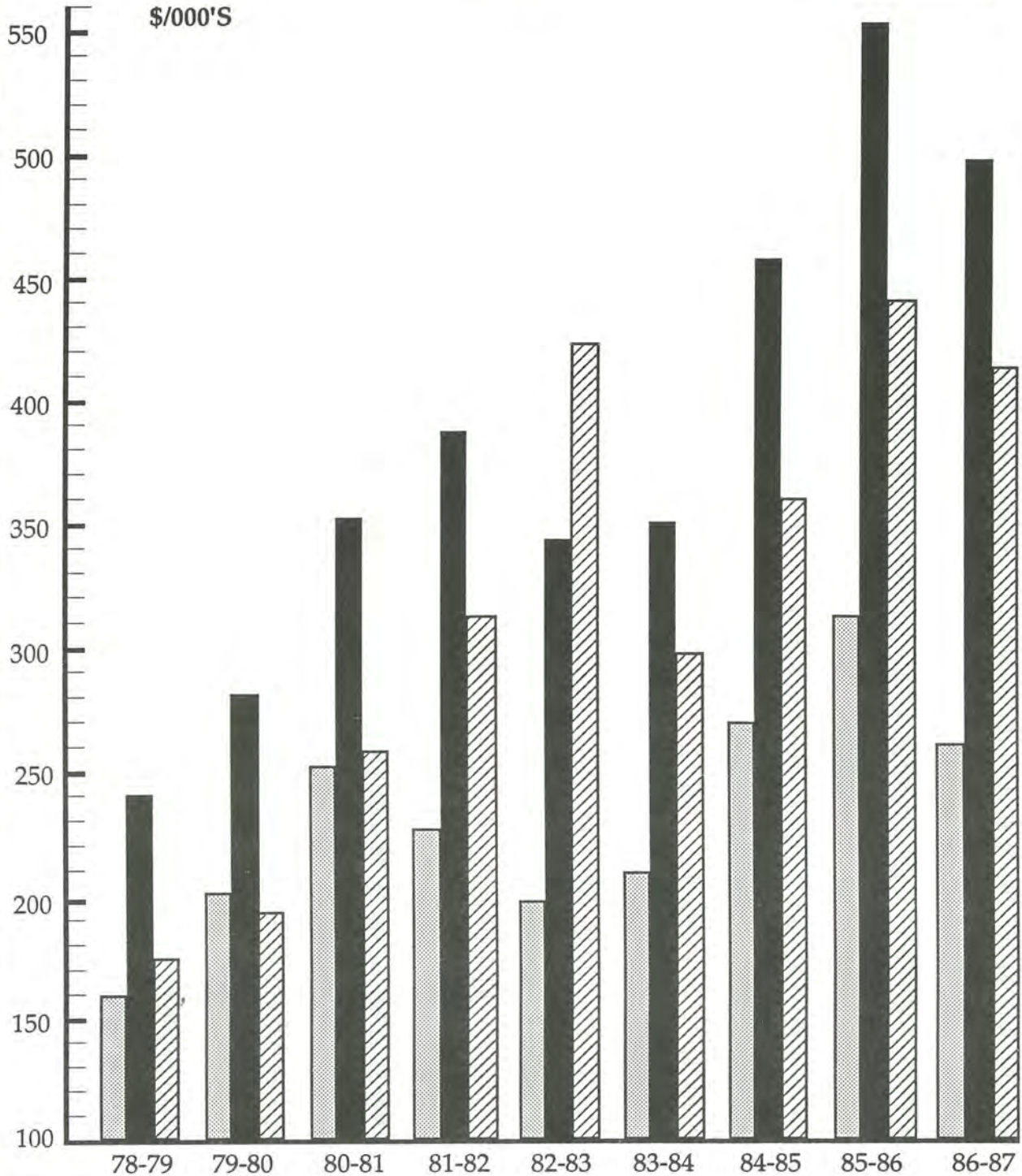
YEARS 1978-1987

CARD SALES

TOTAL INCOME

TOTAL EXPENSE

\$/000'S



DASB INCOME PROFILE

STUDENT EVENTS

\$200,900.00 / 38.4%

1987-1988

RESERVE INTEREST

\$40,000.00 / 7.7%

CREATIVE ARTS

\$18,250.00 / 3.5%

ATHLETICS

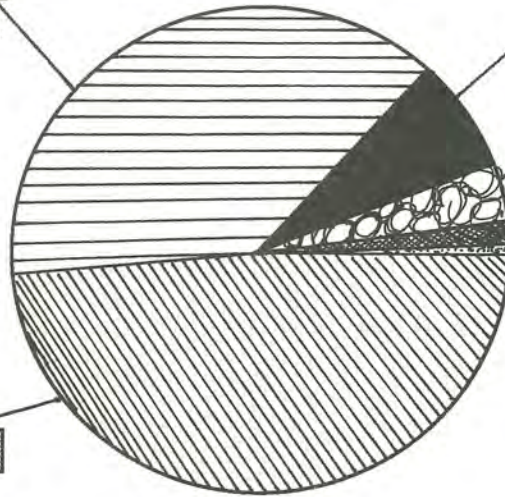
\$6,500.00 / 1.2%

STUDENT CLUBS

\$2,000.00 / 0.4%

CARD SALES

\$255,000.00 / 48.8%



\$522,650.00

DASB EXPENSE PROFILE

COLLEGE SERVICES

\$72,387.00 / 13.8%

1987-1988

GOVT. OPERATING

\$64,522.00 / 12.3%

STUDENT CLUBS

\$36,860.00 / 7.1%

SUNYL ACTIVITIES

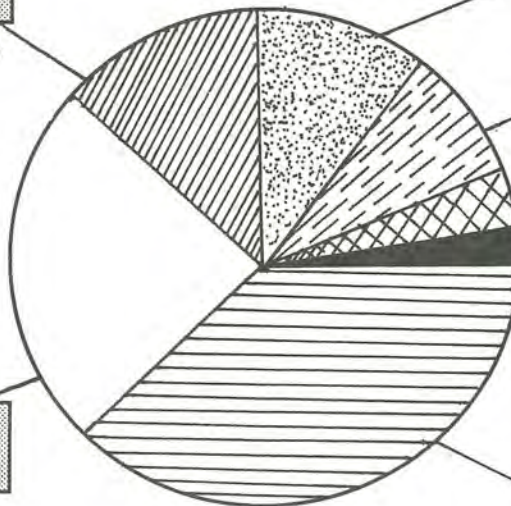
\$18,200.00 / 3.5%

SPECIAL ALLOCATION

\$13,300.00 / 2.5%

INSTRUCTIONAL SUPPORT

\$118,211.00 / 22.6%



\$522,650.00

6/29/87

DASB BUDGET 1987-1988
INCOME AND EXPENSE SUMMARY

INCOME

Card Sales	\$255,000.00
Reserve Interest	\$ 40,000.00
Student Events and Activities	\$200,900.00
Athletics	\$ 6,500.00
Creative Arts	\$ 18,250.00
Student Clubs	\$ 2,000.00

INCOME TOTAL \$522,650.00

EXPENSE

Student Government Operating Accounts	\$ 64,522.00
Special Allocations	\$ 13,300.00
Student Clubs	\$ 36,860.00
Student Events & Activities	\$199,170.00
Sunnyvale Campus Activities and Services	\$ 18,200.00
College Services	\$ 72,387.00
Instructional Support	\$118,211.00

EXPENSE TOTAL \$522,650.00

**De Anza Associated Student Body Budget
Income
Fiscal Year 1987-88**

Description	Income
Card Sales	255,000.00
Reserve Interest	40,000.00
	295,000.00
 STUDENT EVENTS & ACTIVITIES	
Bike Lockers	2,400.00
De Anza Design Shop	30,000.00
Flea Market	115,000.00
Computer Mart	26,000.00
Auto Buy and Sell	10,000.00
Intramural Sports	13,000.00
Student Events	1,500.00
Video Games	3,000.00
	200,900.00
 ATHLETICS	
Football	4,800.00
Men's Basketball	900.00
Women's Basketball	800.00
	6,500.00
 CREATIVE ARTS	
Art & Photo Competition	100.00
Band	700.00
Chorale	1,500.00
College Chorus	500.00
Dance	4,500.00
Musical	2,000.00
Friday Films	700.00
Bottom Fish Magazine	150.00
Jazz Ensemble	600.00
Orchestra	500.00
Student Films	500.00
Summer Music Theater	4,100.00
Euphrat Gallery	750.00
Vocal Jazz Recording	650.00
Vocal Jazz	1,000.00
	18,250.00

CLUBS

DeAnza Auto Tech Club	300.00
Korean Club	200.00
Chinese Student Union	500.00
Vietnamese Club	500.00
Filipino Club	300.00
Outdoor Club	200.00
	<hr/>
	2,000.00

Total DASB Income

\$522,650.00

**De Anza Associated Student Body Budget
Expenses
Fiscal Year 1987-88**

Description	Expense
DASB ADMINISTRATIVE EXPENSES	
ACUI	600.00
USSA	1,000.00
	1,600.00
 CONFERENCE TRAVEL	
Student Travel	6,000.00
	6,000.00
 ADMINISTRATIVE COSTS	
Budget Committee	222.00
Director/Communications	100.00
Director/Finance	100.00
Director/Program Board	100.00
Director/SRS	100.00
President	100.00
Vice President	100.00
	822.00
 GOVERNMENT COSTS	
Accounts Office Clerk	11,800.00
Accounts Office Supplies	3,700.00
Acct. Office System Consultant	7,900.00
Copy Machine Supply & Maintenance	3,300.00
DASB Card Printing	16,500.00
DASB Printing	4,500.00
Elections	800.00
Office Supplies	1,300.00
Secretary	2,300.00
Telephone	4,000.00
	56,100.00

SPECIAL ALLOCATIONS

Fall '87 Allocation	1,700.00	
Winter '88 Allocation	3,200.00	
Spring '88 Allocation	3,200.00	
Emergency Allocation	3,200.00	
Summer '87 Allocation	2,000.00	
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		13,300.00

STUDENT CLUBS

DASB Black Student Alliance	1,000.00	
DASB Cheerleaders	2,500.00	
DASB Child Development Club	1,500.00	
DASB Chinese Christian Fellowship	500.00	
DASB Chinese Student Union	2,400.00	
DASB Christian Fellowship	1,000.00	
DASB College Wheelchair Athletics	1,260.00	
DASB Disabled Students	2,500.00	
DASB Filipino Club	2,000.00	
DASB Gala	1,200.00	
DASB Human Society Club	500.00	
DASB ICC General Fund	6,100.00	
DASB Korean Bible Study	800.00	
DASB Korean Club	1,350.00	
DASB Native American Club	1,200.00	
DASB Outdoor Club	1,100.00	
DASB Pegasus	2,000.00	
DASB Role Playing	300.00	
DASB Shotokan Karate Club	500.00	
DASB Society Creative Anachronism	1,500.00	
DASB Student Nurses Organization	1,050.00	
DASB Taekwondo Club	900.00	
DASB Vietnamese Student Asso	2,500.00	
DASB Volleyball Club	800.00	
DASB Womens Soccer Club	400.00	
		<hr/>
		36,860.00

STUDENT EVENTS & ACTIVITIES

Activities Office Program	5,500.00	
Alumni Association	3,000.00	
Athletic Dinner	500.00	
Auto Buy & Sell	11,000.00	
Bike Locker Maintenance	1,570.00	
Calendar of Events	6,500.00	
Campus Spirit	2,000.00	
Communications Board	2,400.00	

Computer Mart	11,000.00
De Anza Design	32,000.00
De Anza Day Activities	6,300.00
De Anza Day ASB	6,000.00
Five K (5-k) Run	2,400.00
Flea Market	35,000.00
Graduation	1,500.00
Grapevine	2,700.00
High Noon	4,000.00
Holiday Tree/Food Drive	800.00
Honors Program	5,000.00
Intramural Sports	28,700.00
Lights Out	3,000.00
Literature Holders	500.00
Orientation	1,500.00
Program Board Events	5,000.00
Student Events Film	400.00
Student Publication	12,500.00
Student Recognition	2,000.00
Student Rights & Services	1,000.00
Summer Events	700.00
TeleGuide	2,500.00
Ticket Takers	1,200.00
Women's Week	1,000.00
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	199,170.00

SUNNYVALE CAMPUS

Sunnyvale Activities	9,500.00
Sunnyvale Legal Aid	2,000.00
Sunnyvale Misc. Operating	2,700.00
Sunnyvale Noontime Entertainment	3,000.00
Sunnyvale Publication	1,000.00
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	18,200.00

COLLEGE SERVICES

Activities Office Assistant	5,000.00
Activities Office Intern	5,000.00
California History Center	3,500.00
Career Planning & Placement	1,800.00
Child Development Center	7,000.00
DASB Scholarships	7,200.00
Information Center	22,000.00
Legal Aid	7,000.00

Outreach Program <i>Student Ambassador</i>	1,500.00
Registrar's Office	3,750.00
Renew Orientation	300.00
Student Loans	7,337.00
Transfer Project	1,000.00
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	72,387.00

CREATIVE ARTS

Art & Photo Competition	2,600.00
Band	3,750.00
Chorale	3,100.00
College Chorus	2,200.00
Dance	7,000.00
Euphrat Gallery	6,250.00
Jazz Ensemble	2,700.00
Jazz Festival	1,500.00
Musical	6,000.00
Orchestra	1,200.00
Student Films	3,500.00
Summer Music Theater	7,000.00
Vocal Jazz	2,650.00
Vocal Jazz Recording	1,700.00
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	51,150.00

OLDER ADULT SERVICES

Supplies & Activities	4000
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	4,000.00

INTERCULTURAL STUDIES

Asian Events	1,500.00
Bilingual Center	3,500.00
Black Events	1,500.00
Care Program	1,000.00
Chicano Events	1,500.00
College Readiness	900.00
Division Office	1,500.00
Native American Events	1,500.00
Summer Learn & Work	800.00
	<hr/>
	13,700.00

LANGUAGE ARTS

Bottom Fish Magazine	1,500.00	
Friday Films	2,100.00	
La Voz	8,500.00	
Language Arts Computer Grant	3,500.00	
		<hr/>
		15,600.00

LEARNING CENTER

Indexes	4,000.00	
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		4,000.00

PHYSICAL EDUCATION

Awards	560.00	
Banquets	500.00	
Baseball	2,475.00	
Football	5,580.00	
Golf	1,035.00	
Men's Basketball	2,340.00	
Men's Cross Country	765.00	
Men's Swimming	720.00	
Men's Tennis	990.00	
Men's Track & Field	1,485.00	
Playoff	2,700.00	
Soccer	1,161.00	
Softball	1,170.00	
Water Polo	855.00	
Women's Basketball	2,070.00	
Women's Cross Country	720.00	
Women's Swimming	720.00	
Women's Tennis	990.00	
Women's Track Field	1,710.00	
Women's Volleyball	1,215.00	
		<hr/>
		29,761.00

TOTAL DASB EXPENSES

\$522,650.00

BUDGET STIPULATIONS 1987-1988

GENERAL STIPULATIONS BY COUNCIL

1. All programs funded by DASB are to acknowledge publicly by means of advertising and promotional material, that it and its functions are sponsored by the De Anza Associated Student Body.
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 funded by DASB must keep accurate records of the number of persons attending that program's activities with a breakdown of the number of students included. This information will be subject to the scrutiny of the Director of Finance and the Budget Committee and may be called on at any time for review. If deemed necessary by the Director of Finance, these statistics will be turned over to the Student Council if it is felt that a program is running inefficiently (funds are not being used for intended purpose, lack of proper statistical information or the falsification of such information, lack of student service, or any other reasonable complaint lodged against a program by Council). If just cause is given, a program account may then be frozen by a unanimous vote from Council and will only be reinstated when 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 in this section requires a one week notice to the involved program and all related people. This one week notice is to be done before the action is taken.
4. All programs must follow the Financial Code included in this budget.

BUDGET STIPULATIONS 1987-1988

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.

SPECIAL ALLOCATIONS

The Special Allocations 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 the DASB bylaws.

INVENTORY

All programs funded by DASB shall submit an inventory list to the Director of Finance by mid-November.

PROGRAMMED ACTIVITIES

At least 5% of a programs budget must be spent on advertising programmed activities. Related material must be posted in areas of most visibility and must conform to campus regulations on the posting of literature.

ADVERTISING

Programs funded by DASB shall have all advertisement done at De Anza Design & Publicity.

ATHLETICS

The athletic programs funded by DASB must spend at least 5% of their budgeted funds on advertising of sporting events. Checks will be issued in the name 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 student 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.

STUDENT SCHOLARSHIPS

Student Scholarships will be given out by DASB. The exact amount of each scholarship, and the criteria for selection will be determined by the Finance Committee. The total amount of these scholarships is to be, but not to exceed \$7,200.00.

DE ANZA ASSOCIATED STUDENT BODY
FINANCIAL CODE

I. OBJECTIVES

This Financial Code is established to define policies and procedures for 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 qualification as stated in the Bylaws, the DASB Director of Finance shall have or be willing to obtain a working knowledge of bookkeeping. He/she will also take Accounting 1A or its equivalent by or during the Fall quarter of his/her term.

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 Associated Student Body 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 1 (one) 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 preparations 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 a 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 recommendations. 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 for one week on the DASB Council Bulletin Board under "Financial Information." At the next following meeting, the matter will be re-read and a final approval or disapproval roll call vote requiring a simple majority will be held.

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 records that may be checked.
- 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 College.
- D. All DASB programs and student organizations funds collected from any source what so ever 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. For information only, the Director of Finance shall sign all trust account requisitions prior to processing. In the event he/she declines to sign the requisition, the requisition will be held for 24 hrs. by Student Accounts to allow for a discussion of any questions the Director of Finance may have. The requisition may be processed by Student Accounts after the 24hr. period.
- C. The approved requisition shall then be presented to the Accounts Manager.

D. 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 good 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 bill 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 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 conducting an inventory of 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. Termination of the use of this equipment shall result in it being turned over the Director of Finance for redistribution or sale.

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

IX. FINANCIAL REPORTS

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.

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.

XI. 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 replace by the Campus Cashier after proof of prior purchase by the Registrar's Office at a replacement charge to be determinéd by the DASB Student Council.
- C. Spouse card may be made available to married students at \$3.00 for the year or \$1.00 for each quarter.

XIII. TRAVEL CLAIMS

- A. Organization representative must check with the Activities Coordinator about securing approval of 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 Coordinator and the Director of Finance prior to the trip. Groups or teams that are traveling must submit one claim form per trip prior to departure, and turn it in to the Director of Finance. This is to be signed by the authorized administrator of the account from which the funds are being drawn.

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 from parent or guardian.

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

All participants in a program funded by DASB shall sign a release form releasing the De Anza Associated Student Body of all liability in route to, from, and during a club/team/ organization trip.

The dollar amounts listed below are the portions DASB Council is willing to contribute toward travel and any charges that exceed the stated subsidies will be at the expense 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/catered airfares are expected.)

1. Hotel accommodation: \$25.00 per night.
2. Total cost of food will not exceed \$25.00 (\$6.00 for breakfast; \$7.00 for lunch, and \$12.00 for dinner) per day.
3. Mileage expense: \$.15 per mile.

XVI. BANQUET AND ORIENTATION MEETING MEAL EXPENSES

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

XV. INCOME COMMITMENTS AND FUND ACCOUNTS

All programs in the budget which have income commitments are expected to return their committed amount to DASB. If any program at the end of the budget year has not reached its 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 council upon recommendation of the Director of Finance.

If any program has reached their income commitment early in the budget year and continues to produce income using student funds, the program will be obliged to continue to deposit that money in to their income account.

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 \$45,000,00 to be administered by DASB . The funds will be used for special projects that the council feels will be beneficial to students.

STUDENT ACCOUNTS OFFICE 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 TRUST OR CLUB ACCOUNT BEING CHARGED. Check all appropriate boxes under "Remarks". Be specific as to date needed and indicate to mail or to pick-up the check. Remember, for DASB Budget Accounts and Club Accounts, three signatures (Club Advisor, Activities Coordinator, and Student Finance Director) are required; and for Trust Accounts, two signatures (Account Holder, and Activities Coordinator) are required. Please obtain the signatures before submitting requisition to the accounts office. REQUISITIONS MUST HAVE SUBSTANTIATING EVIDENCE OF THE TRANSACTION. Please retain the yellow copy of the requisition for your records.

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 to be deposited. 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 9:00am to 11:00am or 2:30pm to 4:30pm DAILY.

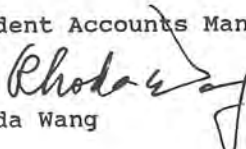
SERVICES:

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 required to filled out in advance and present to the Cashier in the Administration Building. The petty cash hour at the cashier's office is open from 8:00am to 4:30pm on Monday, Tuesday, Thursday and 8:00am to 12:00pm on Wednesday, Friday. On the next working day after the event, the change fund is to be returned to the Cashier and the Cashier will sign on the pink copy of the request form. The pink request 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.

Student Accounts Manager


Rhoda Wang