

D A S B

De Anza Associated Student Body



B U D G E T

Honor Integrity Commitment

1989 - 1990

MCMLXXXIX

MCMXC

De Anza College

DE ANZA ASSOCIATED STUDENT BODY

BUDGET FOR 1989-1990

DASB Finance and Budget Committee

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I am pleased to present the De Anza College Associated Student Body Budget for the 1989-90 fiscal year. After many hours of review, debate, and revision, the DASB Senate, upon recommendation of the Budget Committee, unanimously approved the Budget.

The budget process started in the beginning of the winter quarter and was completed by April. The committee was comprised of six senators, the Accounts Manager, the DASB Faculty Advisor, and was chaired by the Vice President of Finance. The primary task of the committee was directed toward allocating funds which would benefit both the students and the college at large. Criteria for funding was based on several different areas of intent. We considered the following: 1) the number of students to be served, 2) the need of funding for the enhancement of a student's education, 3) whether or not other sources of income were available to the applicant, 4) how innovative the proposal was, 5) income potential, and 6) a subjective evaluation by the ASB on what programs deserve assistance.

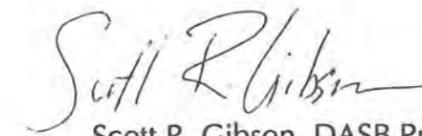
One major change to the DASB Financial Code instituted this year is section XV, Income Commitments and Fund Accounts. The year-end deposit into reserves was raised to \$80,000. The Senate felt that this increase in reserves was necessary to compete with our increased income.

The Budget Committee feels that this is the most equitable distribution of income of the largest budget in the history of the DASB to this date, and will serve both the students and the entire college to the fullest extent possible. It has been a pleasure to serve as the Vice President of Finance and I wish the best of luck to the 1989-90 Budget Committee and Senate.



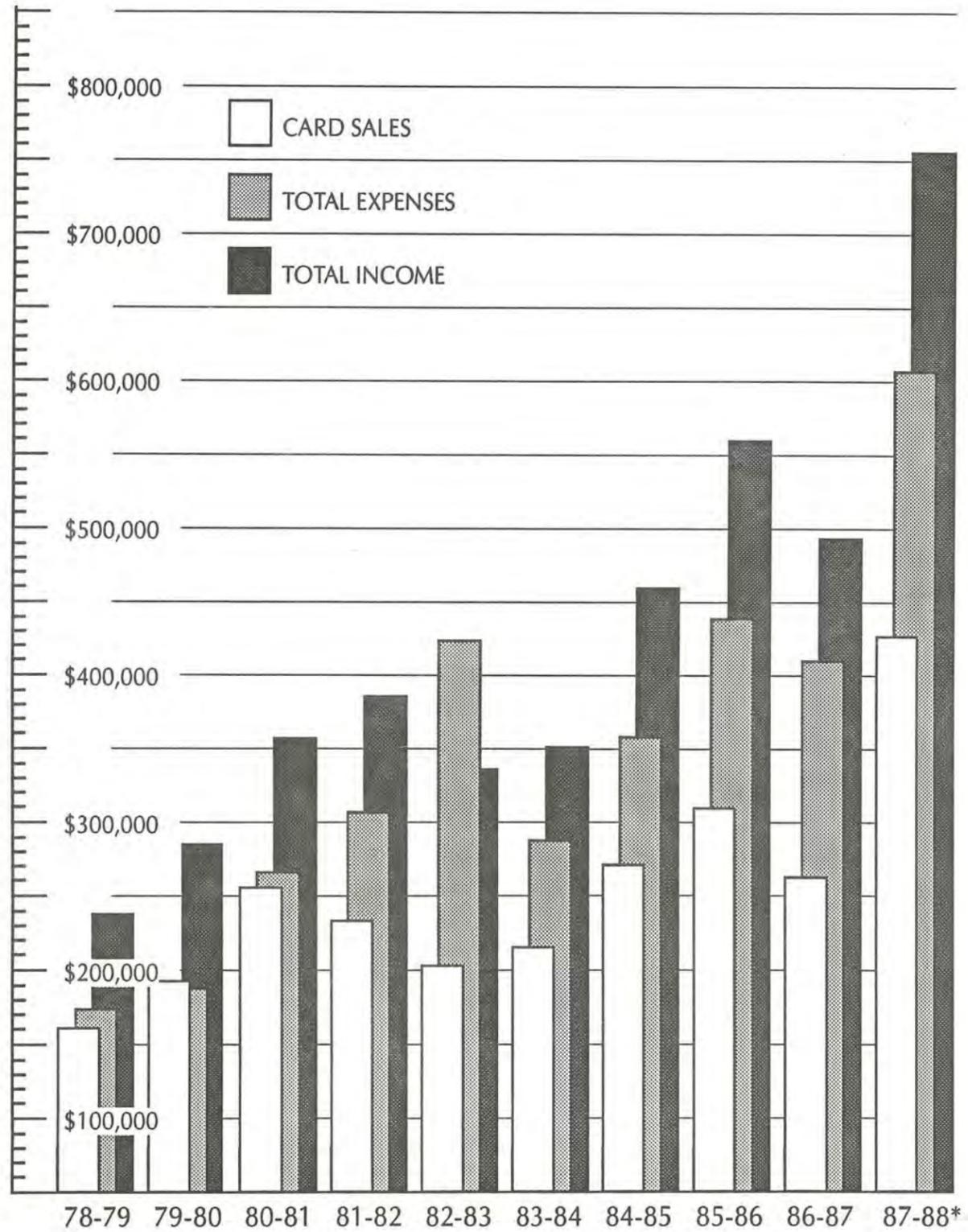
Mark Stefan, V.P. of Finance 1988-89

I would like to take this opportunity to thank the 1988-89 DASB Finance committee for the hundreds of hours they devoted to developing this year's budget. They have done an excellent job in developing a fair, well-researched budget which will aid over 100 areas of the campus. Congratulations to all funded areas, and I hope you all have a great year in 1989-90.



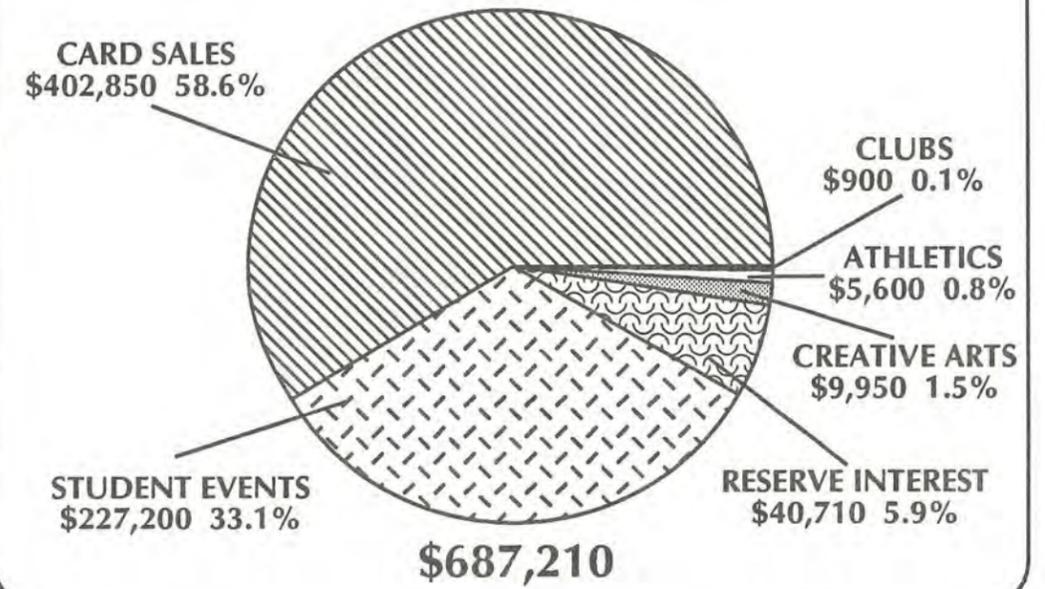
Scott R. Gibson, DASB President 1988-89

DASB BUDGET INCOME AND EXPENSE HISTORY YEARS 1978-1988

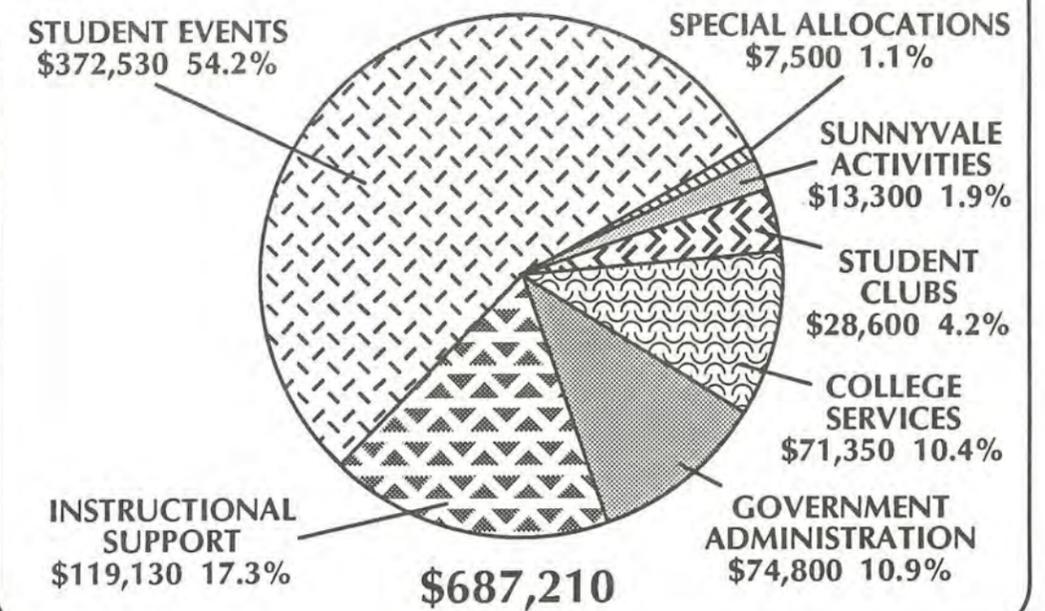


* \$124,000 collected for capitol projects (\$2 card increase)

DASB INCOME PROFILE 1989-1990



DASB EXPENSE PROFILE 1989-1990



**DASB BUDGET 1989-1990
INCOME AND EXPENSE SUMMARY**

Income

Card Sales	402,850
Student Events and Activities	227,200
Reserve Interest	40,710
Creative Arts	9,950
Athletics	5,600
Clubs	900

Income Total	<u>687,210</u>
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Expense

Student Events	372,530
Instructional Support	119,130
Government Administration	74,800
College Services	71,350
Student Clubs	28,600
Sunnyvale Activities	13,300
Special Allocations	7,500

Expense Total	<u>687,210</u>
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**De Anza Associated Student Body Budget
Income
Fiscal Year 1989-1990**

Description	Income
Card Sales	402,850
Reserve Interest	40,710
Student Events and Activities	
Bike Lockers	2,200
Bottomfish Magazine	100
Computer Mart	26,000
De Anza Design Shop	24,000
Flea Market	150,000
Friday Films	600
Intramural Sports	20,000
Student Events	300
Video Games	4,000
	<u>227,200</u>
Athletics	
Football	4,000
Men's Basketball	1,000
Women's Basketball	600
	<u>5,600</u>
Creative Arts	
Band	700
Chorale	1,500
College Chorus	500
Dance	3,500
Jazz Ensemble	600
Jazz Recording	650
Musical	1,000
Student Films	500
Vocal Jazz	1,000
	<u>9,950</u>

Clubs	
Chinese Student Union	300
Filipino Club	300
Outdoor Club	300
	<u>900</u>
TOTAL INCOME	<u><u>\$687,210</u></u>

**De Anza Associated Student Body Budget
Expenses
Fiscal Year 1989-1990**

Description	Expense
Conference Travel	
Advisors Travel	1,500
Leadership Training Seminar	2,000
Student Travel	<u>7,000</u>
	10,500
Administrative Costs	
Budget Committee	250
Director/Communications	100
Director/Finance	100
Director/Program Board	100
Director/Student Rights & Services	100
President	100
Vice President	<u>100</u>
	850
Government Costs	
Accounts Office Clerk	13,000
Accounts Office Supplies	3,050
Accounts Office System Consutant	10,000
Copy Machine Supply/Maintenance	6,000
DASB Card Printing	19,000
DASB Printing	2,300
De Anza College Sweaters	600
Elections	1,100
Office Supplies	1,400
Secretary	4,000
Telephone	<u>3,000</u>
	63,450
Special Allocations	
Fall '89 Allocation	1,800
Winter '90 Allocation	1,800
Spring '90 Allocation	1,800

Summer '90 Allocation	1,100
Emergency Allocation	1,000
	<u>7,500</u>

Student Clubs

DASB Alpha Gamma Sigma	1,250
DASB Auto Tech	1,000
DASB Bahai Club	450
DASB Black Student Alliance	1,000
DASB Child Development	1,300
DASB Chinese Christian Fellowship	700
DASB Chinese Student Union	1,300
DASB De Anza Christian Fellowship	700
DASB De Anza Pep Club	500
DASB Disabled Students	1,300
DASB Filipino Club	1,300
DASB Film & TV Guild	1,000
DASB Friends of Central America	700
DASB Gay and Lesbian Alliance	1,000
DASB Green Future Ecology Club	600
DASB ICC General Fund	6,000
DASB New Americans Club	700
DASB Outdoor Club	1,000
DASB Photography Association	800
DASB Students for Creative Anachronisms	700
DASB Shotokan Karate Club	900
DASB Student Ambassadors	1,100
DASB Student Nurses Organization	1,100
DASB Table Tennis Club	900
DASB Wheelchair Athletics	1,300
	<u>28,600</u>

Student Events & Activities

Activities Office Program	4,000
Alumni Association	1,000
Athletic Dinner	900
Bike Locker Maintenance	1,000
Campus Spirit/Spirit Squad	5,000
Canopy Tents	450
Communications Board	3,100

Computer Mart	14,500
DASB Card Benefits	12,000
DASB Hospitality	1,000
DASB Special Projects	130,000
De Anza Day Activities	7,500
De Anza Day ASB	7,500
De Anza Design	28,000
Five K (5K) Run	2,500
Flea Market	75,000
Graduation	2,500
Grapevine	3,920
High Noon	3,700
Holiday Tree/Food Drive	800
Honors Program	3,000
Intramural Sports	39,000
Lights Out	2,800
Orientation	2,000
Program Board Events	5,500
Student Events Film	400
Student Publication	8,000
Student Recognition	2,800
Student Rights & Services	500
Summer Events	1,000
Ticket Takers	1,860
Women's Week	1,300
	<u>372,530</u>

Sunnyvale Campus

Sunnyvale Activities Coordinator	7,500
Sunnyvale Legal Aid	1,500
Sunnyvale Miscellaneous operating	1,500
Sunnyvale Noontime Entertainment	1,500
Sunnyvale Publication	1,300
	<u>13,300</u>

College Services

Activities Office Assistant	7,000
Activities Office Intern	5,000
California History Center	4,000
DASB Scholarships	7,200

Environmental Study Area	5,000
Info Center	18,000
Legal Aid	7,000
Outreach program	2,300
Registrar	5,000
Renew Orientation	350
Studnet Loan	9,000
Transfer Project	1,500
	<u>71,350</u>

Creative Arts

All College Chorus	2,400
Band	3,800
Chorale	3,400
Dance	8,000
Euphrat Gallery	4,000
Jazz Ensemble	2,000
Jazz Festival	2,000
Pep Band	1,300
Student Films	3,000
Summer Music Theater	7,500
Vocal Jazz	2,800
Vocal Jazz Recording	1,000
	<u>41,200</u>

Older Adult Services

OAS Supplies & Activities	5,700
	<u>5,700</u>

Intercultural Studies

Asian Events	1,500
Bilingual Center	3,500
Black Events	1,500
Care Program	1,200
Chicano Events	1,500
College Readiness	900
Division Office	1,500
Native American Events	1,500
Summer Learn & Work	630
	<u>13,730</u>

Language Arts

Bottomfish Magazine	400
Friday Night Films	2,400
La Voz	7,500
	<u>10,300</u>

Learning Center

Library Services	11,000
	<u>11,000</u>

Physical Education

Awards	560
Banquets	850
Baseball	3,160
Football	5,980
Golf	1,369
Men's Basketball	2,785
Men's Cross Country	1,005
Men's Swimming	1,520
Men's Tennis	1,240
Men's Track & Field	2,190
Playoffs	2,720
Soccer	1,220
Softball	1,440
Water Polo	1,360
Women's Basketball	2,640
Women's Cross Country	1,005
Women's Swimming	1,520
Women's Tennis	1,116
Women's Track & Field	2,100
Women's Volleyball	1,420
	<u>37,200</u>

TOTAL EXPENSES

\$687,210

BUDGET STIPULATIONS BY COUNCIL 1989-1990

General Stipulations

1. All programs funded by the De Anza Associated Student Body (DASB) are to acknowledge publicly, by means of advertising and promotional material, that they and their functions are sponsored by the De Anza Associated Student Body.
2. All students participating in programs funded by DASB are to purchase current DASB cards.
3. No program in this budget can draw more than 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 been seriously underbudgeted.
4. A program 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 Vice President of Finance and the Finance & Budget Committee and may be called on at any time for review. If deemed necessary by the Vice President of Finance, these statistics will be turned over to the DASB 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 the DASB Council). If just cause is given, a program account may then be frozen by a 2/3 vote from the DASB Council and will only be reinstated when the DASB 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.
5. All programs must follow the Financial Code included in this budget.

Individual Stipulations

1. Income Commitment: 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.
2. Special Allocations: The Special Allocations for all quarters is to be used for the

funding of programs not in the budget or for underbudgeted items. All financial requests will be routed through the Finance & Budget Committee where upon a recommendation will be made to the DASB Council as to what action should be taken. 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 Vice President of Finance according to the DASB bylaws.

3. INVENTORY: All programs funded by DASB shall submit an inventory list to the Vice President of Finance by mid-November. This list will be compiled by the Vice President of Finance and submitted to the Accounts Manager for safekeeping.
4. Programmed Events: At least 5% of a program's 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.
5. Advertising: Programs funded by DASB shall have all advertisement done at De Anza Design & Publicity.
6. 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.
7. Eureka: All students with current student body cards shall receive a 50% discount.
8. Grapevine: The Grapevine will be published once a week and be distributed throughout all areas of the campus.
9. 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 & Budget Committee. The total amount of these scholarships is to be, but not to exceed \$7,200.00. All scholarships recipients will be presented their scholarships at a regular senate meeting.
10. Older Adult Services: Participants of the Older Adult Services program shall purchase DASB cards at a reduced price of \$2.00 per person, per quarter.

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 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 Vice President 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, DASB Council members, posted on the DASB Council Bulletin Board and made known to any other interested persons by mid January.
2. 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 Vice President of Finance.

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

4. The Vice President of Finance shall present a proposed budget, approved by a majority of the Budget Committee to the DASB Council at least 1 (one) week before dead week of the Spring quarter.

5. The budget shall be approved by a 2/3 vote of the DASB Council

6. Announcements of the availability of the monies for the next fiscal year must be made in the various campus media.

C. The Finance & Budget Committee shall consist of the DASB Vice President of Finance (chairperson), and at least 4 (four) other Senators. During the budget period the committee shall be augmented by the Activities Advisor, and the Accounts Manager. The Finance & 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 DASB 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 Vice President of Finance who will present the request to the DASB Council with a recommendation.

F. Requests for funds other than approved budget items must be submitted one week in advance to the Vice President of Finance who will present the request to the DASB Council with a recommendation from the Finance & Budget Committee. The DASB 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 Vice President of Finance presents the item to the DASB Council with recommendations from committee for action.
2. After discussion on the matter, the DASB 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 following meeting, the matter will be reread 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 first 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 Vice President of Finance. (In the case of an emergency, the Activities Coordinator may authorize an expenditure which must then be reported at the next DASB Council meeting or at the next club meeting.)

- B. For information only, the Vice President 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 hours by Student Accounts to allow for a discussion of any questions the Vice President of Finance may have. The requisition may be processed by Student Accounts after the 24 hour period.

- C. The approved requisition shall then be presented to the Accounts Manager.

- D. The Accounts Manager will facilitate the transaction in any 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 goods 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 Vice President of Finance, a purchase order will be issued. Copies of requisitions and purchase orders will be made for the DASB Vice President 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. All clubs must obtain a purchase order for any expenditures in excess of \$300.

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 Vice President of Finance.

VIII. MAINTENANCE OF RECORDS

- A. Every club or organization shall maintain accurate records of all income and expenditures and shall open their books to audit by the Vice President of Finance, Accounts Manager or District Internal Auditor at any time.
- B. Inventory - All equipment of a consumable nature purchased with funds will, at the discretion of the Accounts Manager and Vice President 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 Vice President 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 to the Vice President of Finance for redistribution or sale.
- C. An annual audit of all DASB accounts, organization accounts, and trust accounts shall be made by a certified public accountant retained by the College District. A written report of the audit shall be made to the DASB Council through the Vice President of Finance and Board of Trustees of the District.

IX. FINANCIAL REPORTS

The Vice President of Finance shall give a financial report of DASB and Organization accounts to the DASB 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 Vice President 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 the DASB Council and receive the approval of the DASB Council.

XII. STUDENT BODY CARDS

- A. The cost of membership in the De Anza Associated Student Body shall be determined by the DASB Council with the Approval of the College President.
- B. For every student body card sold, \$2.00 shall be earmarked towards DASB Capital Projects.
- C. 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 Council.
- D. 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 Vice President 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 Vice President 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 be 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 form releasing the De Anza Associated Student Body from all liability in route to, in route from, and during a club/ team/ organization trip.

The dollar amounts listed below are the portions the 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: \$0.15 per mile.

XIV. BANQUET AND ORIENTATION MEETING MEAL EXPENSES

All activities serving meals must be listed in the budget request which is approved by the DASB 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 its trust fund account to reach the income commitment. This action is to be determined by council upon recommendation of the Vice President of Finance.

If any program reaches its 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 into its 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 \$80,000 to be administered by DASB. The funds will be used for special projects that the council feels will be beneficial to students.

XVI. DASB CAPITAL PROJECTS

DASB Capital Projects are to be developed to meet specific needs of the student body that are above and beyond the regular DASB operating budget.

A. Each project, its duration, and its cost shall be determined by the DASB Council.

B. Procedure for disposition of DASB Capital Projects:

1. The specific project committee shall submit a recommendation to the DASB Council for action.
2. After discussion on the matter, the DASB Council will take action to approve or disapprove the project by a simple majority vote.
3. If the project is disapproved, a secondary vote must be taken as to determine whether the matter will be sent back to committee for more research, or terminated.
4. If the project 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 reread and a final approval or disapproval roll call vote, requiring a simple majority, will be held.

C. Decision on a particular DASB Capital Project shall be binding from approval to completion.

D. Agreements of understanding shall be made between DASB and the appropriate college or district representative concerning each DASB Capital Project.

STUDENT ACCOUNTS OFFICE GENERAL PROCEDURES

REQUISITION FORMS

They are used for:

- (1) requesting a check.
- (2) requesting a transfer of funds from one account to another.

REQUISITIONS:

Complete all areas of the requisition form. INDICATE THE NAME AND NUMBER OF TRUST OR CLUB ACCOUNT BEING CHARGED. Check all appropriate boxes under "Remarks". Be specific as to date needed, whether the check will be mailed or picked up, and write down the requestor's phone number. For DASB Budget Accounts and Trust Accounts, three signatures are required (Account holder, Activities Director, and DASB Vice President of Finance); for Club Accounts, five signatures are required (Club Advisor, Activities Advisor, Inter-Club Council Vice Chair, Club Treasurer and Activities Director) before submitting the form 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 COMPLETING ALL REQUIRED SIGNATURES, THE CHECKS WILL BE PREPARED EVERY MONDAY, WEDNESDAY AND FRIDAY AND THEY WILL BE READY FOR MAILING OR PICK-UP AFTER 1:30PM. Allow 3 working days for check preparation. The blue copy of the requisition will be returned to the originator to indicate payment or fund transfer. The service charges for manual checks, void checks, or returned checks are \$10.00 for each check.

PROFESSIONAL SERVICES:

THE INDEPENDENT CONTRACTOR'S CHECK REQUEST FORMS are available in the Students Accounts Office. The form needs to be filled out CLEARLY with the payee's name, social security number, address, type of service, amount to be paid, and the account to be withdrawn from. The account holder or budgeter needs to approve the payment before sending it to the Accounts Office for processing. The required approval signatures are the same as requisitions. Each contractor's first payment request needs to have the payee's signature at the bottom of the form. After the payee's signature is on file, the account holder may prepare the check request form without the payee to sign again for any subsequent payments. Please attach an invoice as backup. CHECK IS PRINTED BY THE DISTRICT ACCOUNTING OFFICE, please allow 10 working days for the District to process the check.

DEPOSITS

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 after business hours, arrangements must be made through the Campus Security Office to drop the money bag in the Cashier's safe in the Administration Building. Account holders should write their account number 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 by the accounts Office staff to verify the amount.

SERVICES:

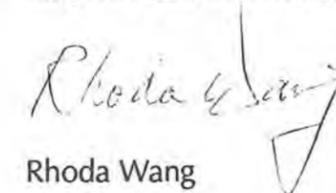
BIKE LOCKERS are for rent each quarter to DASB card holders. The rental fee is \$12 for each quarter and \$6 for each summer session, and the key deposit is \$12. If the key is not returned by the last day of the quarter, the deposit will be forfeited. The key deposit will be returned within one week 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 the change fund is required to be filled out in advance and presented to the Cashier in the Administration Building. The petty cash at the Cashier's Office is open from 8:00am to 4:30pm on Monday, Tuesday and Thursday, and from 8:00am to 11:30am on Wednesday and Friday. On the next working day after the event, the exact amount of change is to be returned to the Cashier and the Cashier will sign on 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 INQUIRIES:

DETAILS OF INDIVIDUAL ACCOUNTS ARE AVAILABLE FROM A COMPUTER TERMINAL LOCATED IN THE ACTIVITIES OFFICE. A password for each account is set up for each account and is only released to the account holder, club President or Treasurer.

Student Accounts Manager


Rhoda Wang

Memo