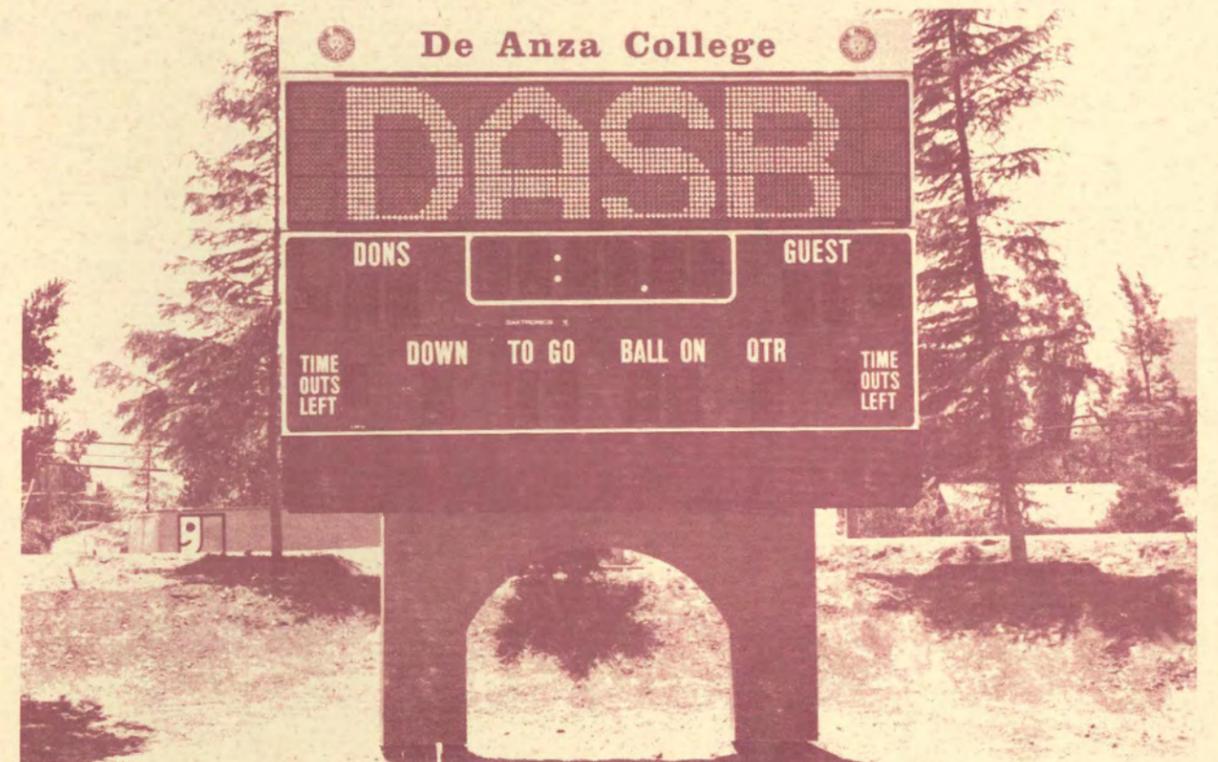


# D A S B

De Anza Associated Student Body



# B U D G E T

Honor Integrity Commitment

1990 - 1991

M C M X C

M C M X C I

De Anza College

# DE ANZA ASSOCIATED STUDENT BODY

## BUDGET FOR 1990 - 1991

DASB Finance and Budget Committee

Gregory Neal, Chair  
David Bertocini  
Anthony del Rosario  
James Franzen  
Teo King  
William Lynch  
John Cognition  
Rhoda Wang

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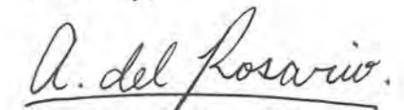
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I'd like to thank the members of the 1989-1990 De Anza Associated Student Body (D.A.S.B.) Finance & Budget Committee for the many hours spent in reviewing, compiling, and presenting next year's budget. The standards in which they made their decisions fall in line with the standards of past Senates, several of which are:

- 1) the number of students each program would benefit
- 2) the enhancement of student life
- 3) the availability of alternative income for each program
- 4) the program's potential to produce income

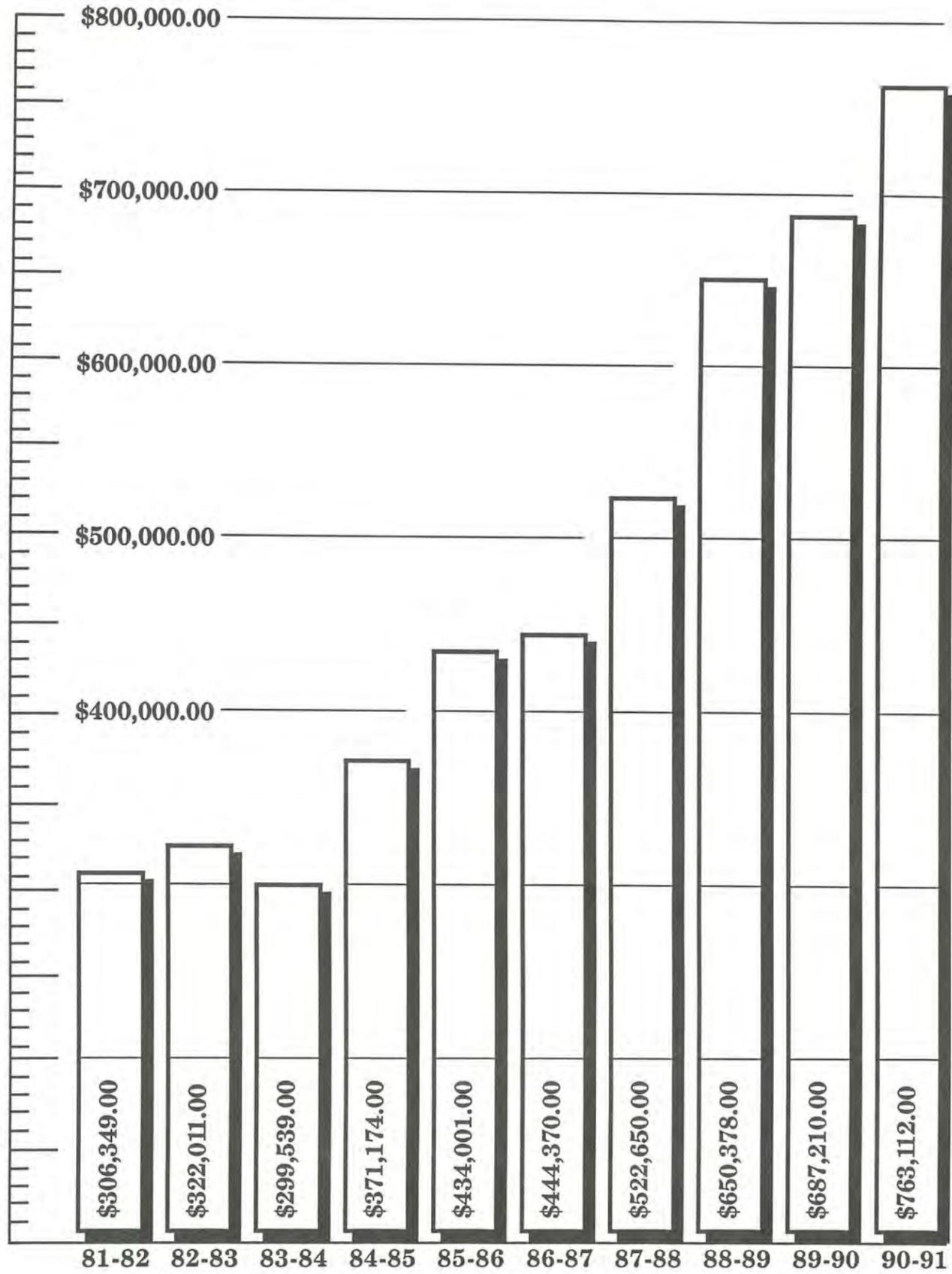
I would also like to thank the members of the 1989-1990 D.A.S.B. Senate for their critical and helpful input during the final stages of the budget process. The general feeling of the Senate is that the budget will be equitable for students at De Anza College as well as students at the Sunnyvale Campus. Finally I would like to congratulate the programs that were funded and wish the best of luck to those deserving funding for the 1990-1991 academic year.

Sincerely,

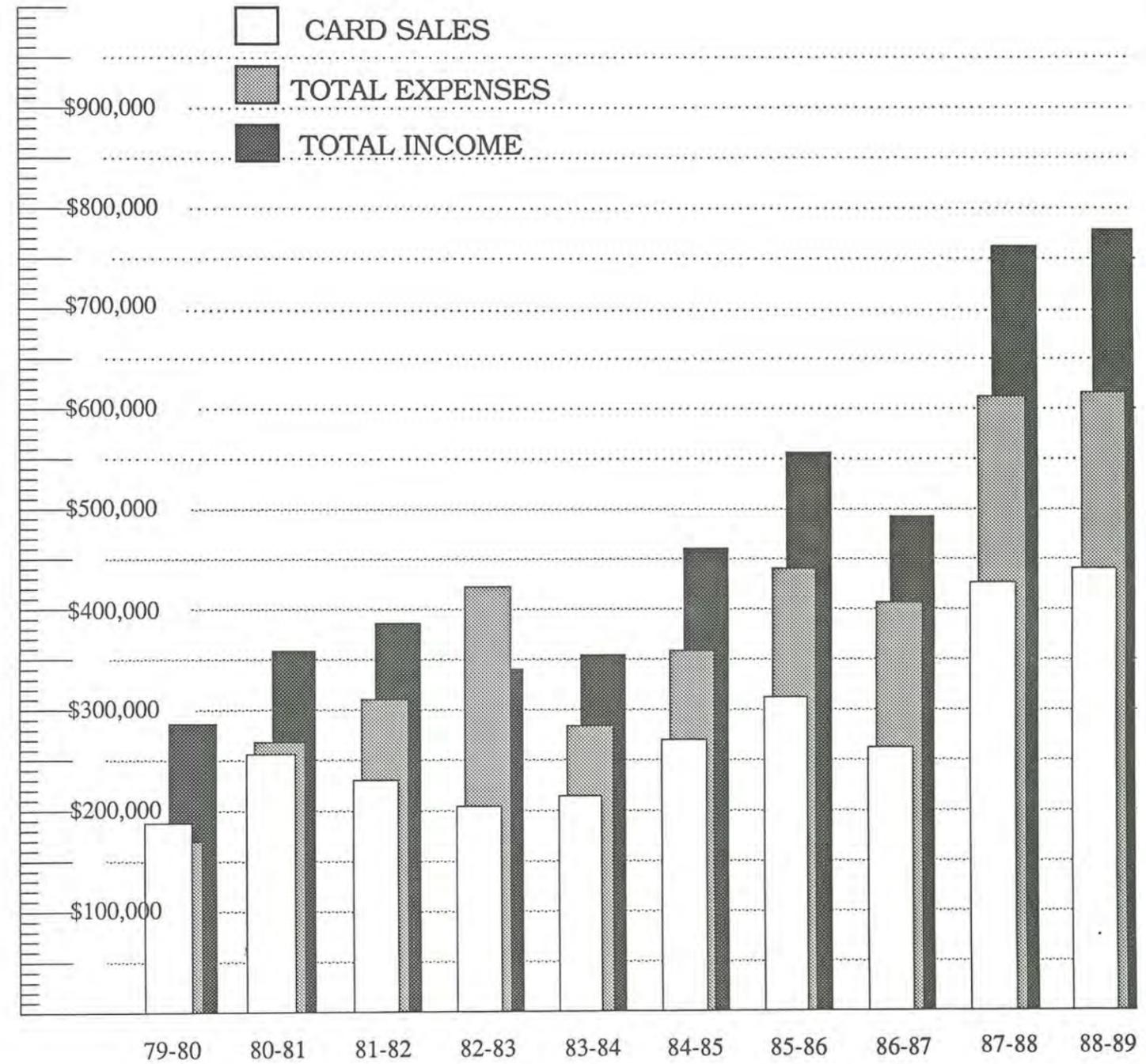


Anthony del Rosario  
D.A.S.B. President, 1989-1990

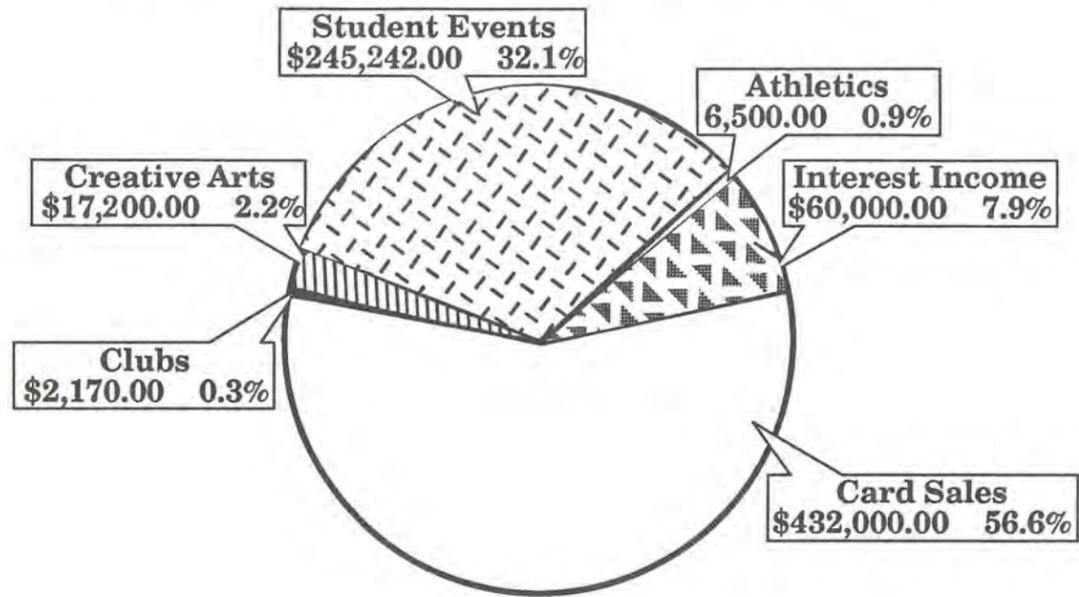
**DASB BUDGET HISTORY  
YEARS 1981-1991**



**DASB BUDGET  
INCOME AND EXPENSE HISTORY  
YEARS 1979-1989**

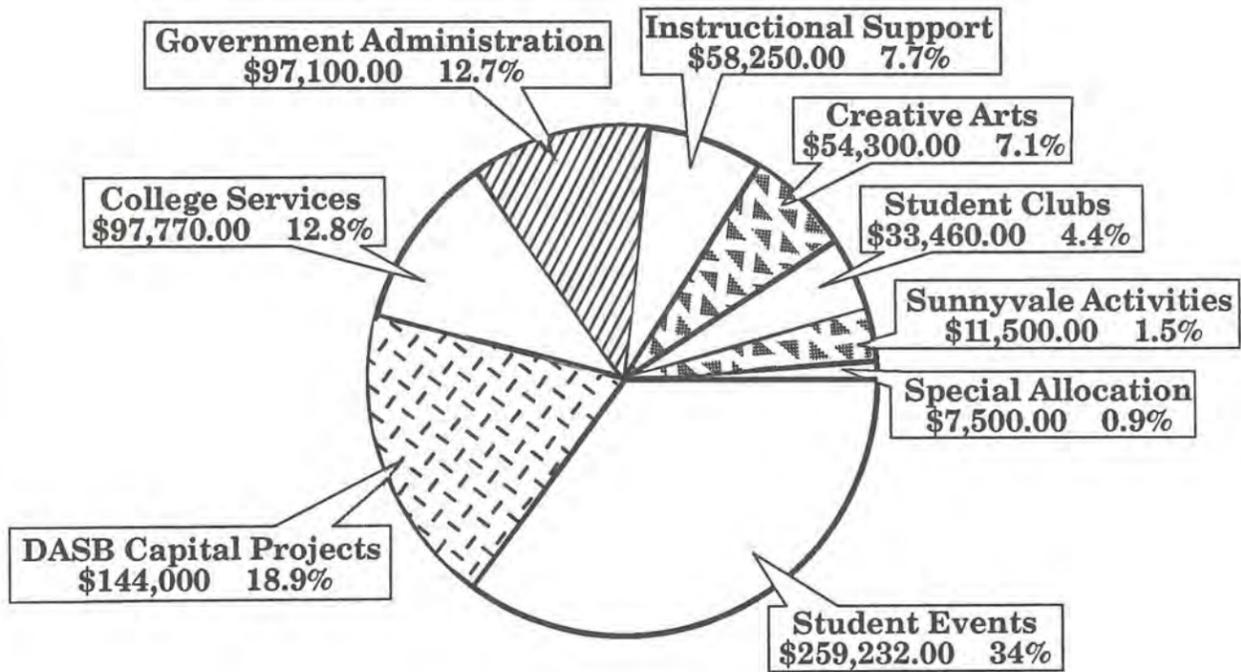


### DASB INCOME PROFILE 1990-1991



**\$763,112**

### DASB EXPENSE PROFILE 1990-1991



**\$763,112**

### De Anza Associated Student Body 1990-91 Budget

#### Income and Expense Summary

Income	
Card Sales	\$432,000
Interest Income	60,000
Student Events and Activities	245,242
Athletics	6,500
Creative Arts	17,200
Clubs	2,170
<b>Income Total</b>	<b><u><u>\$763,112</u></u></b>
Expenses	
Government Administration	\$97,100
Special Allocations	7,500
Student Clubs	33,460
Student Events	259,232
DASB Capital Projects	144,000
Sunnyvale Activities	11,500
College Services	97,770
Creative Arts	54,300
Instructional Support	58,250
<b>Expense Total</b>	<b><u><u>\$763,112</u></u></b>

De Anza Associated Student Body 1990-91 Budget

Income

Fiscal Year 1990 - 1991

Account Description

Card Sales \$432,000

Interest Income 60,000

Student Events and Activities

Bike Lockers 3,000  
 Computer Mart 30,000  
 De Anza Design & Publicity 27,600  
 Flea Market 150,000  
 Friday Films 300  
 Intramural Sports 27,000  
 Student Events 300  
 Video Games 7,042  
245,242

Athletics

Football 4,000  
 Men's Basketball 1,250  
 Women's Basketball 1,250  
6,500

Creative Arts

All College Chorus 500  
 Band 700  
 Bottomfish Magazine 100  
 Children's Theatre 3,000  
 Chorale 1,500

Dance Program 3,000  
 Jazz Ensemble 600  
 Jazz Recording 650  
 Spring Musical 3,000  
 Student Films 400  
 Summer Music Theatre 3,000  
 Vocal Jazz 750  
17,200

Clubs

Film & TV Guild 400  
 Ski Club 1,770  
2,170

Income Total

\$763,112

De Anza Associated Student Body 1990-91 Budget

Expenses

Fiscal Year 1990 - 1991

Account Description

Government Administration

<i>Prop 611</i>	Budget Committee 611110	\$250
<i>611</i>	VP of Communications 611120	100
<i>611</i>	VP of Finance 611135	100
	VP of Programs 611140	100
	VP of Student Rights and Services 611150	100
	Executive Vice President 60	100
	President 70	100
	DASB Plaques	400
	Advisor Travel 210	1,300
	Leadership Training 220	1,250
	Student Travel 230	5,000
	CalSACC Dues	300
	Accounts Office Clerk 310	17,000
	Accounts Office Supplies 320	6,000
	Accounts Office / Systems 330	15,000
	Copy Machine 340	5,000
	Office Supplies 350	1,200
	Telephone 370	1,500
	DASB Card Printing 425	34,000
	DASB Printing 430 420	2,300
	Elections 460	1,500
	High School Leadership Program	1,000
	DASB Secretary	3,500
		<hr/>
		97,100

Special Allocations

<i>Prop 612</i>	Summer Allocation 40	1,100
	Fall Allocation 110	1,800
	Winter Allocation 120	1,800
	Spring Allocation 130	1,800
	Emergency Allocation 150	1,000
		<hr/>
		7,500

Student Clubs

<i>Prop 613</i>	Alpha Gamma Sigma 110	900
	Asian Cultural Association	910
	Auto Tech Club 118	500
	Bahai Club 120	400
	Black Student Alliance 120	1,300
	Chinese Christian Fellowship 150	630
	College Parents Club	900
	Disabled Students Unlimited 190	950
	Filipino American Cultural Exchange 200	500
	Film & TV Guild 210	1,000
	Gay and Lesbian Alliance 250	640
	Green Future Ecology Club 330	2,400
	Inter Club Council	10,000
	Korean Student Association	550
	M.E.Ch.A.	1,200
	New Americans 400	550
	Outdoor Club 500	900
	Pep Club	700
	Photography Association 550	800
	Radical Reality	150
	Shotokan Karate Club 600	900
	Single Parents Club	750
	Ski Club	2,770
	Student Ambassadors 615	1,360
	Vietnamese Student Association	900
	Wheelchair Athletics Club 800	900
		<hr/>
		33,460

**Student Events**

<i>Prefix 614</i>	Activities Office Program 105	4,000
	Alumni Association 110	1,000
	Athletic Dinner 115	900
	Bike Locker Maintenance 150	1,270
	Campus Spirit 210	4,500
<i>DASB</i>	Card Benefits 230	8,900
	Communications Board 220	4,000
	Computer Mart 225	15,000
	DASB Hospitality 235	1,000
	De Anza Day 5K Run 270	3,000
	De Anza Day Activities 250	5,000
	De Anza Day ASB 255	12,000
	De Anza Design & Publicity 260	36,000
	Flea Market 275	70,000
	Graduation 285	3,000
	Grapevine 290	4,500
	High Noon 295	4,000
	Holiday Tree / Food Drive 305	1,000
	Honors Program 310	1,250
	Intramural Sports 315	42,000
	Lights Out 320	4,000
	New Student Orientation 330	2,000
	Program Board Events 340	6,000
	Sports Information Program 105	4,000
	Student Events Film 350	450
	Student Handbook 355	12,500
	Student Recognition 360	3,000
	Student Rights and Services Committee 365	500
	Summer Events 370	1,000
	Ticket Takers 375	1,512
	Welcome Week	800
	Women's History Week 385	1,150
		<hr/>
		259,232

**DASB Capital Projects**

144,000

**Sunnyvale Activities**

<i>Prefix 615</i>	Sunnyvale Activities Coordinator 100	7,500
	Sunnyvale Noon Entertainment / Misc. 600	2,500
	Sunnyvale Publications 400	1,500
		<hr/>
		11,500

**College Services**

<i>Prefix 616</i>	X Activities Office Assistant 100	9,000
	Activities Office Intern 110	6,000
	California History Center 130	4,000
	DASB Scholarships 140	7,200
	Career Planning/Placement	2,000
	Student Ecology Lab 200	8,200
	X Information Center 300 <i>Include SAT fee</i>	20,000
	X Legal Aid 500	8,670
	Outreach Program 550	2,500
	Renew Orientation 720	400
	Registrar's Office 710	5,000
	Student Loan Program 750	9,000
	International Student Program	1,000
	A Starting Point	1,350
	Exchange Student Program	900
	Student Evaluation Printing	7,000
	Child Development Center	1,200
	Older Adult Services 210	4,100
	Edna Campbell Memorial Scholarship	250
		<hr/>
		97,770

**Creative Arts**

<i>Prefix 617</i>	Actors Ensemble	1,300
	All College Chorus 100	2,400
	Art Association (The Other Gallery)	4,000
	Band 102	2,450
	Bottomfish Magazine 440	1,200

Children's Theatre	5,000
Chorale 105	3,450
Dance Program 120	7,000
Euphrat Gallery 125	1,000
Friday Night Films 450	3,000
Jazz Ensemble 130	1,850
Jazz Festival 135	2,000
Jazz Recording 185	1,400
Jazz Singers 180	2,500
Spring Musical	6,250
Student Film 165	2,500
Summer Musical 170	7,000
	<hr/>
	54,300

**Instructional Support**

<i>Prepup</i> Sunnyvale Bilingual Office 315	2,500
<i>617</i> EOPS / CARE	1,000
EOPS / Target	1,000
Asian Cultural Events 310	1,500
Black Cultural Events 320	1,500
Chicano Cultural Events 335	1,500
Native American Cultural Events 360	1,500
EOPS Commencement	650
La Voz 460	7,500
Inter Cultural Studies	1,500
	<hr/>
	20,150

**Athletics**

<i>Prepup</i> Awards 610	600
<i>617</i> Banquets 615	800
Baseball 620	3,000
Football 640	4,000
Golf 645	1,300
Men's Basketball 655	3,100
Men's Cross Country 657	1,000
Men's Soccer 674	1,500

Men's Swimming 660	1,000
Men's Tennis 662	1,300
Men's Track & Field 664	2,000
Men's Volleyball	1,500
Playoffs 670	3,000
Softball 677	1,500
Water Polo 680	1,500
Women's Basketball 682	2,700
Women's Cross Country 684	1,000
Women's Soccer	1,500
Women's Swimming 617686	1,000
Women's Tennis 688	1,300
Women's Track & Field 690	2,000
Women's Volleyball 692	1,500
	<hr/>
	38,100

**Expense Total**

\$763,112

## De Anza Associated Student Body Financial Code

### I. Objectives

This Financial Code is established to define the 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.

### 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 two (2) 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 one (1) 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 four (4) other Senators. During the budget period the committee shall be augmented by the Activities Director, 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 two thirds 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 from the Finance Committee.
- 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 two thirds (2/3) 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 District.
- D. All DASB programs and student organization funds collected from any source shall be deposited on the first business day after receipt of funds.
- E. The Accounts Manager shall issue a receipt for all monies received.

#### 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 Director and the DASB Vice President of Finance.
- 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 Student 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 Director, 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 account holders must obtain a purchase order for any expenditure 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 funded events must 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 non-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 Student 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 Director, 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. 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.

## XII. Travel Claims

- A. Organization representative must check with the Activities Director 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 Director 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 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, per person.
  2. Total cost of food, per person, will not exceed \$20.00 (\$5.00 for breakfast; \$5.00 for lunch, and \$10.00 for dinner) per day.
  3. Mileage expense: \$0.25 per mile.
- C. All persons claiming travel allowances must have current DASB cards.

### XIII. Banquet and Orientation Meeting Meal Expenses

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

### XIV. 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 \$60,000 to be administered by DASB. The funds will be used for special projects that the council feels will be beneficial to students.

### XV. 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.

## Budget Stipulations by Council 1990-1991

### General Stipulations

1. All programs funded by the De Anza Associated Student Body are to acknowledge publicly, by means of advertising and promotional material, that they and their functions are sponsored by the 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 of 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 must have all advertisement done at De Anza Design & Publicity.
6. Athletics: The athletics 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. Student Scholarships: All DASB scholarship recipients will be presented their scholarships at a regular Senate meeting. The total amount of these scholarships is to be at least \$5,000.00.

## 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 the 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 Advisor, and DASB Vice President of Finance); for Club Accounts, five signatures are required (Club Advisor, Activities Director, 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 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 is \$10.00 for each check.

### PROFESSIONAL SERVICES:

THE INDEPENDENT CONTRACTOR'S CHECK REQUEST FORMS are available in the Student Accounts Office. The form needs to be filled out CLEARLY with the payee's name, social security number, address, type of service, date 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 payment request needs to have the payee's signature at the bottom of the form. Please attach an invoice as backup. CHECKS ARE 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. Accounts holders should write their account number on the back of the checks to be deposited.

### SERVICES:

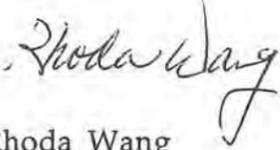
BIKE LOCKERS are for rent each quarter to DASB card holders. The rental fee is \$12 for each quarter and \$6 for each summer session, and the key deposit is \$12. If the key is not returned by the last day of the quarter, the deposit will be forfeited. The key deposit will be returned within one week 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. On the next working day after the event, the exact amount of change is to be returned 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 and is only released to the account holder, Vice President of Finance, Club President or Treasurer.

Student Accounts Manager

  
Rhoda Wang

Memo