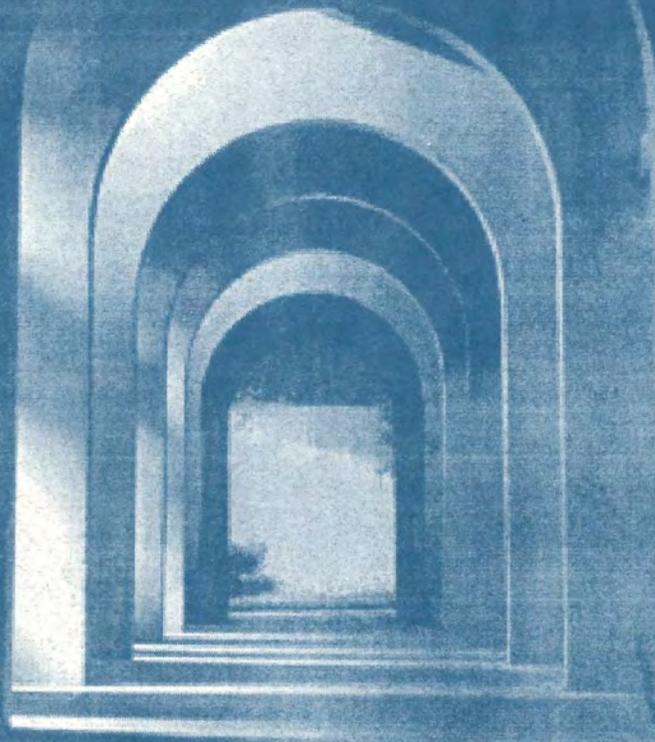


DE ANZA COLLEGE

DASB



DE ANZA ASSOCIATED
STUDENT BODY

BUDGET 1993-94

HONOR ♦ INTEGRITY ♦ COMMITMENT

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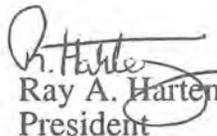
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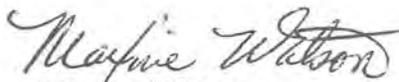
De Anza Associated Student Body 1993-1994 Budget

There is no greater challenge within the works of the De Anza Associated Student Body Senate than to successfully complete the budget process. This year's budget forecasts a ten percent loss of income due to the instability within California's current economy and the potential loss of enrollment we face, due to the statewide financial crisis. This year's budget committee has received the greatest amount of funding requests in the history of the De Anza Associated Student Body, receiving well over one hundred requests totaling almost 1.5 million dollars. In the face of decreasing revenues and increasing funding requests from the many diverse programs De Anza College has to offer, we have struggled to fund those programs that will best suit the needs of both the current and future members of the De Anza student body. Some of the criteria used within the budgeting process includes:

- The number of students each program or proposal would benefit
- Educational impact
- Enhancement to the quality of student life on campus
- Potential for revenue generation
- Alternative sources of income

Following many hours of research and deliberation we are proud to present the 1993-1994 De Anza Associated Student Body Budget. At this time we would also like to thank the members of the budget committee who have shown dedication through hundreds of hours of analysis and examination, those programs requesting funding who so patiently and, for the most part, gracefully handled the many hours of questioning, and to John Cognition and Louisa Choy who have always given above and beyond what lies within their job description. We wish to congratulate all those who have received funding within the 1992-1993 De Anza Associated Student Body Budget and wish you the best of luck in the upcoming year!

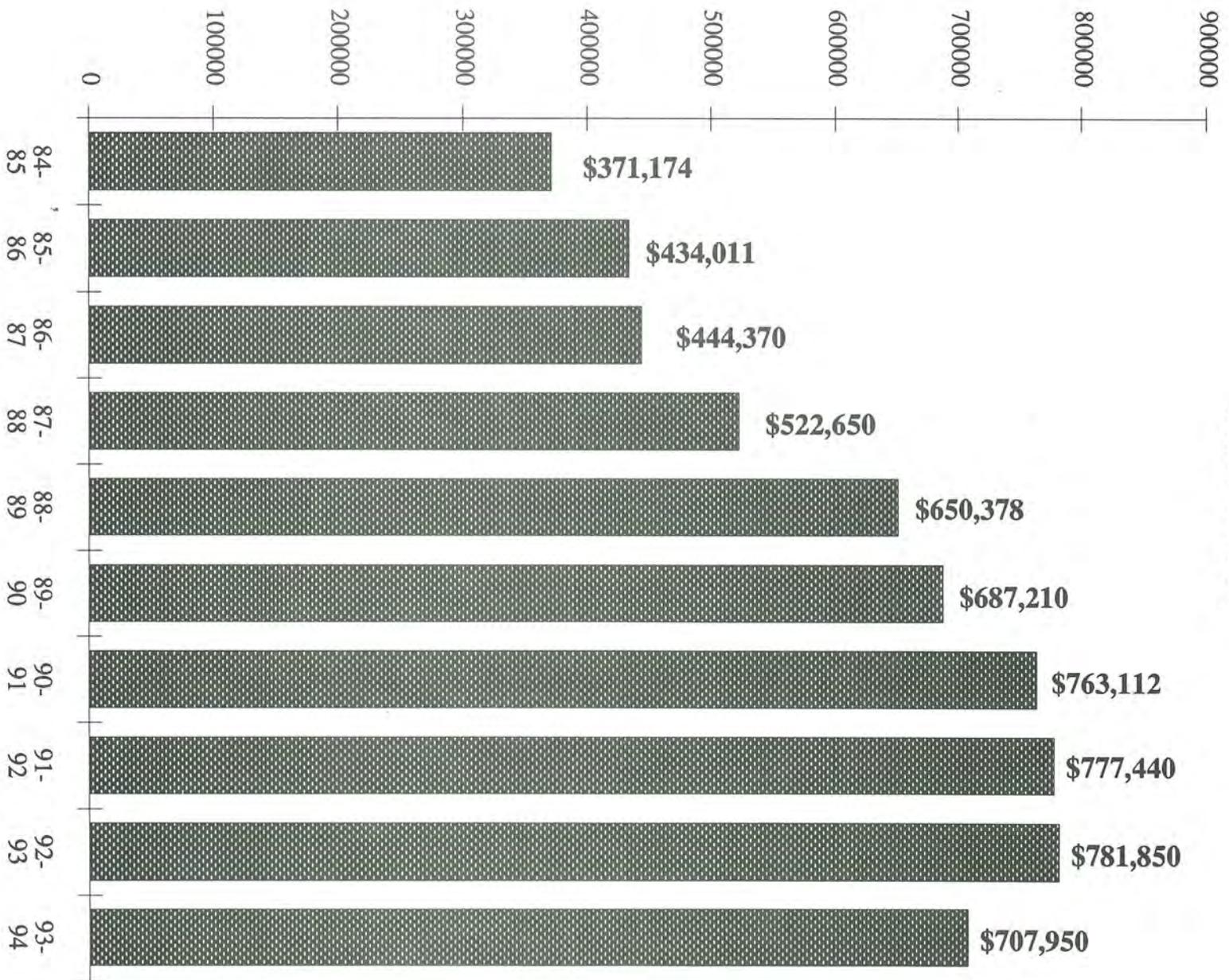

Ray A. Hartenberg,
President


Maxine Watson,
Vice President of Finance

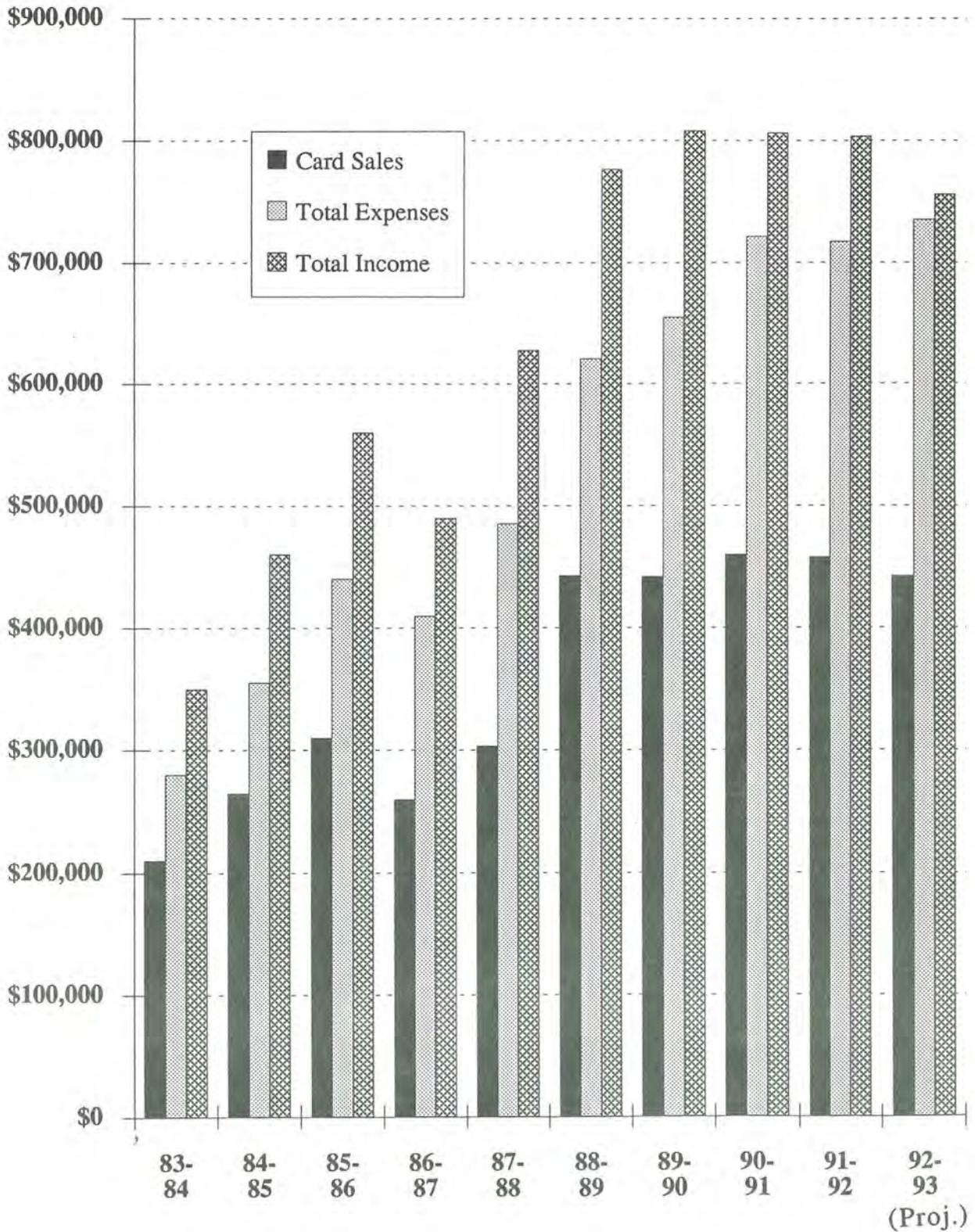
1992-1993 Budget Committee

Maxine Watson, Chair
Charlene Chen
Daniel Grisham
Ray A. Hartenberg
Elizabeth Konegen
John Cognition, Advisor
Louisa Choy, Accounts Office

DASB Budget History Years 1984-94

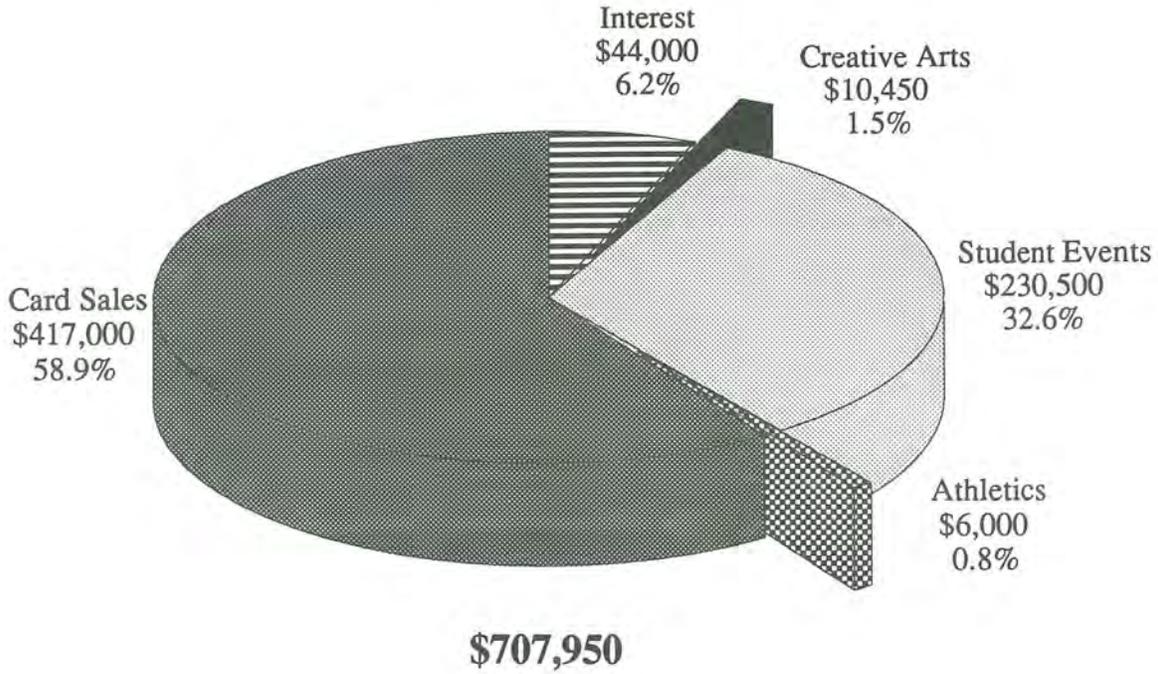


DASB Income and Expense History 1983-93

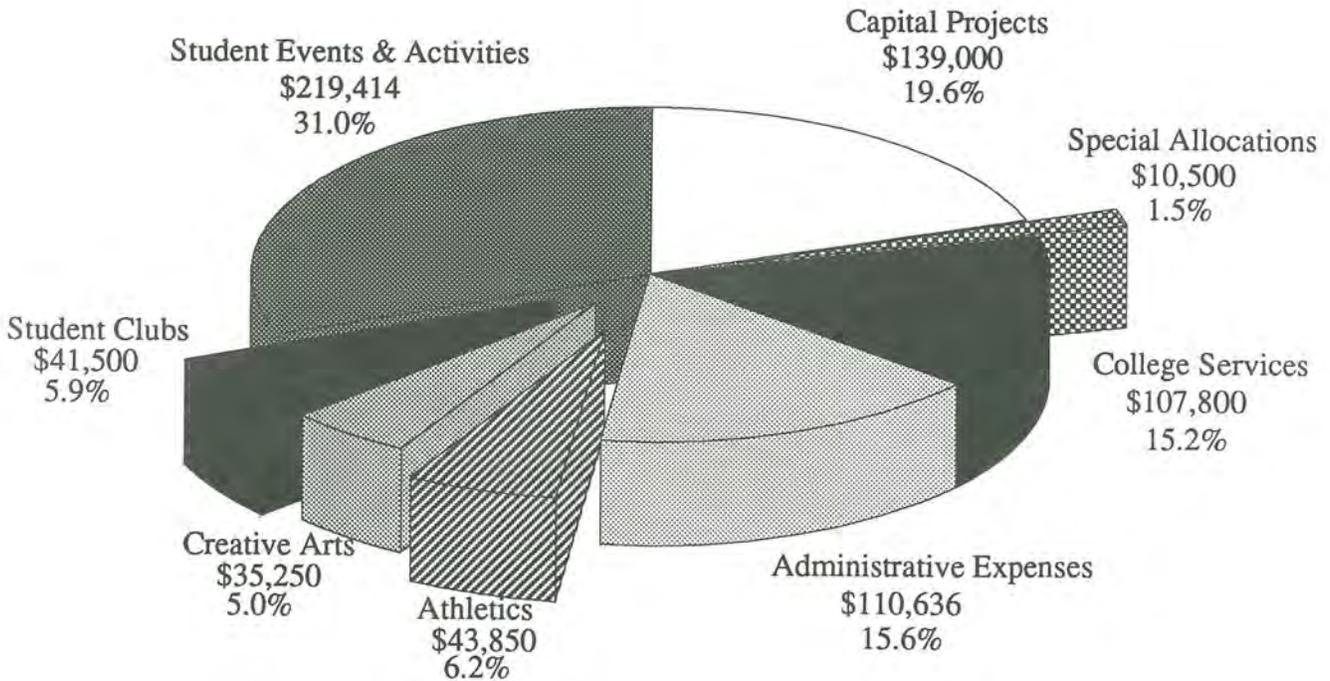


DASB Budget 1993-94

INCOME PROFILE



EXPENSE PROFILE



De Anza Associated Student Body 1993-94 Budget

Income and Expense Summary

Income

Card Sales	\$417,000
Interest	\$44,000
Student Events	\$230,500
Creative Arts	\$10,450
Athletics	\$6,000

Income Total	<u>\$707,950</u>
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Expenses

Administrative Expenses	\$110,636
Special Allocations	\$10,500
Student clubs	\$41,500
Student Events & Activities	\$219,414
DASB Capital Projects	\$139,000
College services	\$107,800
Creative Arts	\$35,250
Athletics	\$43,850

Expense total	<u>\$707,950</u>
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De Anza Associated Student Body Income for Fiscal Year 1993-94

	1991-92	1992-93	1993-94
Card Sales	\$450,000	\$450,000	\$417,000
Interest	57,000	50,000	44,000
	507,000	500,000	461,000
 Student Events & Activities			
Bike Lockers	3,000	3,500	3,500
Bottomfish Magazine	100	0	0
Computer Mart	26,000	36,000	0
De Anza Design & Publicity	15,000	0	0
Flea Market	180,000	200,000	210,000
Friday Films	300	300	0
Intramural Sports	12,640	10,000	5,000
Outdoor Events Arena	2,000	0	0
Video Games	10,000	12,000	12,000
	249,040	261,800	230,500
 Creative Arts			
All College Chorus	500	500	500
Actor's Ensemble	0	600	500
Band	400	400	400
Children's Theatre	3,000	0	0
Chorale	1,500	1,500	1,500
Dance Program	3,000	2,500	2,500
Jazz Ensemble Perf./Recording	1,250	1,250	1,250
Spring Musical	3,000	2,500	2,500
Student Films	400	400	0
Summer Musical	3,000	3,000	0
Vocal Jazz Perf./Recording	750	1,400	1,300
	16,800	14,050	10,450
 Athletics			
Football	2,000	4,000	4,000
Men's Basketball	1,300	1,000	1,000
Women's Basketball	1,300	1,000	1,000
	4,600	6,000	6,000
 Total DASB Income	\$777,440	\$781,850	\$707,950
 % Change	+1.9%	+0.6%	-9.5%

De Anza Associated Student Body Expenses for Fiscal Year 1993-94

	1991-92	1992-93	1993-94
Administrative Expenses			
Accounts Office Clerk	17,000	28,000	52,500
Accounts Office Equipment	10,000	0	0
Accounts Office System	0	900	2,200
Accounts Office Supplies	6,100	6,000	7,500
Advisor Travel	2,000	1,300	750
Budget Committee	250	250	300
CalSACC Dues	450	450	600
Copy Machine Supplies/Maint.	1,580	2,300	2,366
DASB Card Printing	10,000	29,000	23,320
DASB Elections	1,300	1,500	1,500
DASB Executive Vice President	100	150	200
DASB Leadership Training	1,700	2,500	300
DASB Office Supplies	1,200	1,500	1,500
DASB Plaques	400	400	0
DASB President	100	150	200
DASB Printing	2,000	2,500	6,000
DASB Secretary	4,000	4,000	4,000
DASB Telephone	1,500	1,500	600
DASB Travel	5,000	6,000	6,000
High School Leadership	1000	0	0
V.P./Communications	100	150	200
V.P./Finance	100	150	200
V.P./Programs	100	150	200
V.P./Student Rights & Services	100	150	200
	66,080	89,000	110,636
Special Allocations			
Emergency Allocation	1,000	0	0
Fall Allocation	1,500	4,000	3,000
Spring Allocation	1,500	4,000	3,000
Summer Allocation	1,000	1,250	1,500
Winter Allocation	1,500	4,000	3,000
	6,500	13,250	10,500
Inter Club Council			
Club Budget	41,510	36,060	41,500
	41,510	36,060	41,500

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
Student Events & Activities			
Activities Office Program	5,000	5,250	4,000
Alumni Association	1,000	2,000	0
Athletic Home Opener	1,000	700	0
Bike Locker Maintenance	1,300	900	2,275
Campus Spirit	7,000	5,000	4,000
College Life Weekly	4,000	2,000	5,000
Communications Committee	1,500	2,000	500
Computer Mart	15,000	18,000	0
DASB Open Media Lab	9,000	10,000	5,000
DASB Hospitality	1,000	1,000	500
De Anza Day Committee	20,500	24,500	22,500
De Anza Design & Publicity	28,000	10,000	0
Flea Market	76,200	81,000	85,200
Graduation	4,000	6,000	6,000
Holiday Decorations	1,000	500	0
Honors Program	750	0	0
Marketing Development	2,175	0	0
New Student Orientation	2,000	6,000	3,000
Programs Committee Events	11,000	15,500	7,500
Programs Multicultural Events	7,500	8,000	10,000
Recreational Sports	40,000	40,000	35,000
Sports Information Department	5,000	4,500	0
Spring Ball	0	900	0
Student Events Photography	700	600	600
Student Handbook	21,000	23,000	24,000
Student Recognition Program	4,500	4,250	2,000
Student Rights & Services	500	500	200
Substation Renovation	1,000	0	0
Summer Events	1,500	0	0
Ticket Takers	1,500	1,200	1,139
25th Anniversary	0	10,000	0
Welcome Week	1,000	300	0
Women's Week	1,200	900	1,000
	<u>276,825</u>	<u>284,500</u>	<u>219,414</u>
DASB Capital Projects	150,000	150,000	139,000
Extended Campus Activities	17,400	0	0

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
College Services			
A Starting Point	1,300	3,000	0
Activities Office Assistant	10,000	10,000	11,500
Activities Office Interns	7,000	7,000	8,500
Admissions & Records	6,000	6,200	8,000
Bottomfish Magazine	2,000	2,200	0
California History Center	4,000	4,000	0
Career Planning & Placement	2,000	0	0
Child Development Center	1,475	2,000	0
Counseling Ctr. Peer Advising	0	1,500	2,000
DAC Latina Conference	0	0	2,000
DASB Scholarships	9,000	15,000	15,000
De Anza Security	0	0	800
De Anza Recycling Program	6,000	6,000	7,500
Educational Diagnostic Center	500	0	0
EOPS/Care Program	1,500	1,500	1,500
EOPS/Summer Work Program	650	400	400
EOPS/Target Access	1,200	800	800
Exchange Student Program	900	250	0
Friday Night Films	3,000	3,300	2,000
GAIN Program	0	500	800
Information Center	22,000	24,700	24,000
Intercultural / Intl. Studies	2,000	1,500	0
La Voz	3,810	0	0
Legal Aid	12,750	17,000	17,350
Older Adult Services	4,100	2,500	0
Outreach Program	2,500	2,400	5,100
Perkins Loan	7,000	0	0
Physically Limited Services	600	900	0
Renew Orientation	500	500	550
Sunnyvale Bilingual Center	1,000	0	0
	<u>112,785</u>	<u>113,150</u>	<u>107,800</u>
Creative Arts			
Actor's Ensemble	1,500	1,750	1,850
All College Chorus	2,400	2,500	1,500
Band	2,650	2,600	2,000
Children's Theatre	5,000	0	0
Chorale & Vintage Singers	4,000	4,500	3,300
Dance Program	9,000	9,000	7,000
De Anza Chamber Orchestra	1,000	1,000	900
Jazz Ensemble Perf. / Recording	3,700	4,000	3,200

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
Jazz Festival	2,000	2,000	1,000
Spring Musical	7,000	7,500	5,500
Student Art & Photo Comp.	3,500	3,000	2,000
Student Film & Video Prod.	3,000	3,500	2,500
Summer Musical	7,000	0	0
Vocal Jazz Perf. / Recording	5,250	6,000	4,500
	<u>57,000</u>	<u>47,350</u>	<u>35,250</u>

Athletics

Athletics Program	4,600	5,800	5,000
Baseball	3,500	3,500	3,500
Football	5,000	5,000	5,000
Golf	1,690	1,690	1,000
Men's Basketball	3,800	3,800	3,750
Men's Cross Country	1,300	1,300	1,200
Men's Soccer	2,000	2,000	2,200
Men's Swimming	1,500	1,500	1,400
Men's Tennis	1,600	1,600	1,500
Men's Track & Field	2,300	2,300	2,300
Men's Volleyball	2,000	2,000	0
Men's Water Polo	2,000	2,000	2,500
Softball	1,850	1,850	0
Women's Basketball	3,500	3,500	3,600
Women's Cross Country	1,300	1,300	1,200
Women's Soccer	2,000	2,000	2,200
Women's Swimming	1,500	1,500	1,400
Women's Tennis	1,600	1,600	1,500
Women's Track & Field	2,300	2,300	2,300
Women's Volleyball	2,000	2,000	2,300
Wrestling	2,000	0	0
	<u>49,340</u>	<u>48,540</u>	<u>43,850</u>

Total DASB Expenses	<u><u>777,440</u></u>	<u><u>781,850</u></u>	<u><u>707,950</u></u>
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De Anza Associated Student Body Finance Code

I. Objectives

This Finance 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.

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-November.
 - 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 Associate Dean 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 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 Associate Dean 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 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 Associate Dean, 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 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 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 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 Associate Dean, DASB President 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 toward 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 representatives must check with the Associate Dean 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 Associate Dean 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/chartered airfares are expected.)

1. Hotel accommodation: \$25.00 per person/per diem.
2. Total cost of food will not exceed \$20.00 per diem.
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 obligated 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 obligated 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 the Council 1993-1994

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 that 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 upon 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 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 work done at De Anza Design and 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 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.
9. Recycling: All organizations using DASB funds shall be required to purchase and use recycled paper only with DASB funds.
10. Balloons; No DASB funds shall be used for the purpose of purchasing or renting balloons or helium tanks.

Student Accounts Office (SAO) General Procedures

The Student Accounts Office is located inside the bookstore. The office provides the following services to students and staff:

- New account set-up and maintenance.
- DASB budget account processes, including income collection and expenses disbursements.
- Trust/Club cash deposits and withdrawals.
- Bike lockers rental and maintenance.
- Cash box rental, activities ticket sales and other miscellaneous services.

To open a new account, please contact the office staff for a detail orientation.

Requisitions

Requisitions are used for requesting a check or for transferring funds between accounts. Complete all areas of the form. Indicate the name and number of Trust or Club account to be charged. Check all appropriate boxes under "Remarks". Be specific as to the date needed, whether the check is to be mailed or picked up, and write down the requestor's phone number. For DASB budget accounts and Trust accounts, the account holder needs to sign the requisition form before submitting it to the SAO (Student Accounts Office). For club accounts, both the club Advisor and President/Treasurer must sign the form before submitting it to the SAO. Requisitions must have substantiating evidence of the transaction (i.e. invoices, receipts). Please retain the yellow copy for your records.

Payment

Once the SAO has acquired the other required signatures (i.e. DASB VP of Finance, Associate Dean of Activities, Activities Advisor), the requisition will be processed. Checks will be prepared every Monday, Wednesday, and Friday and will be ready for mailing or pickup after 1:30 p.m. 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. Service charge for manual, void or returned checks is \$10.00 for each check.

Professional Services

Prior to hiring student workers, casual employees, or independent contractors, account holders must obtain the approval of the proper on-campus authority. Please consult with the SAO staff as to which form the account holder should complete. Payroll checks for students workers and casual employees are processed monthly. Please allow 2 weeks to 30 days for the District Office to process the checks for independent contractors.

Bike Lockers

Bike lockers are for rent each quarter to DASB card holders. Rental fee is \$12 for each quarter and \$6 for each summer session. Refundable key deposit is \$12. If the key is not returned by the last day of the quarter, the deposit will be forfeited. Any items left inside the locker will be

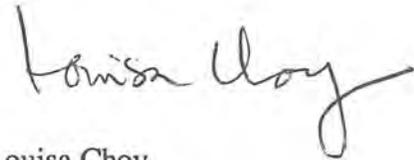
forwarded to Campus Security. The key deposit will be refunded within one week after the assigned key is returned, and the use of the locker is terminated.

Other Services

Cash boxes, tickets, and change funds may be requested through the SAO. The form showing the denomination and the total amount required for the change fund must be completed in advance. On the next working day after the event, the exact amount of change must be returned to the SAO with the cash box, unused tickets, and cash collected.

The SAO is a service oriented office. If you have any questions or need assistance, please call either (408) 864-8442 or (408) 864-8528. Thank you.

Student Account Manager

A handwritten signature in black ink that reads "Louisa Choy". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Louisa Choy

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