



1994-1995
BUDGET

De Anza Associated Student Body

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De Anza Associated Student Body 1994-95 Budget

The 1994-1995 DASB Budget is based on both a larger projected number of students and an augmentation of our monthly Flea Market income. This budget also includes an investment in a new business, the De Anza Student Design and Publicity Center, which we hope will produce income for student bodies in future years.

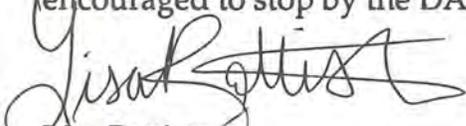
This budget was created in a time when Community College fees continue to rise in an unstable state economy. Consequently, a larger proportion of our budget has been dedicated to a number of student services that are designed to make De Anza students' lives easier, including A Starting Point, the Child Development Center, the Counseling Center Peer Advising program, and the Educational Diagnostic Center. Additionally, this budget reflects a 33% increase in scholarships as well as a new book grant program.

Some of the criteria used within this year's budget process included:

- * Promotes equity and diversity goals
- * The number of students each program will benefit
- * Enhances quality of student life on campus
- * Creates potential for revenue generation
- * Provides direct educational benefit to students

Finally, this year's budget includes a sizable amount of discretionary funding in each of the quarterly accounts, so that the 1994-1995 DASB Senate may best be able to meet the changing needs of our student body. These funds will be available throughout the year, and will be accessible through the DASB Finance Committee.

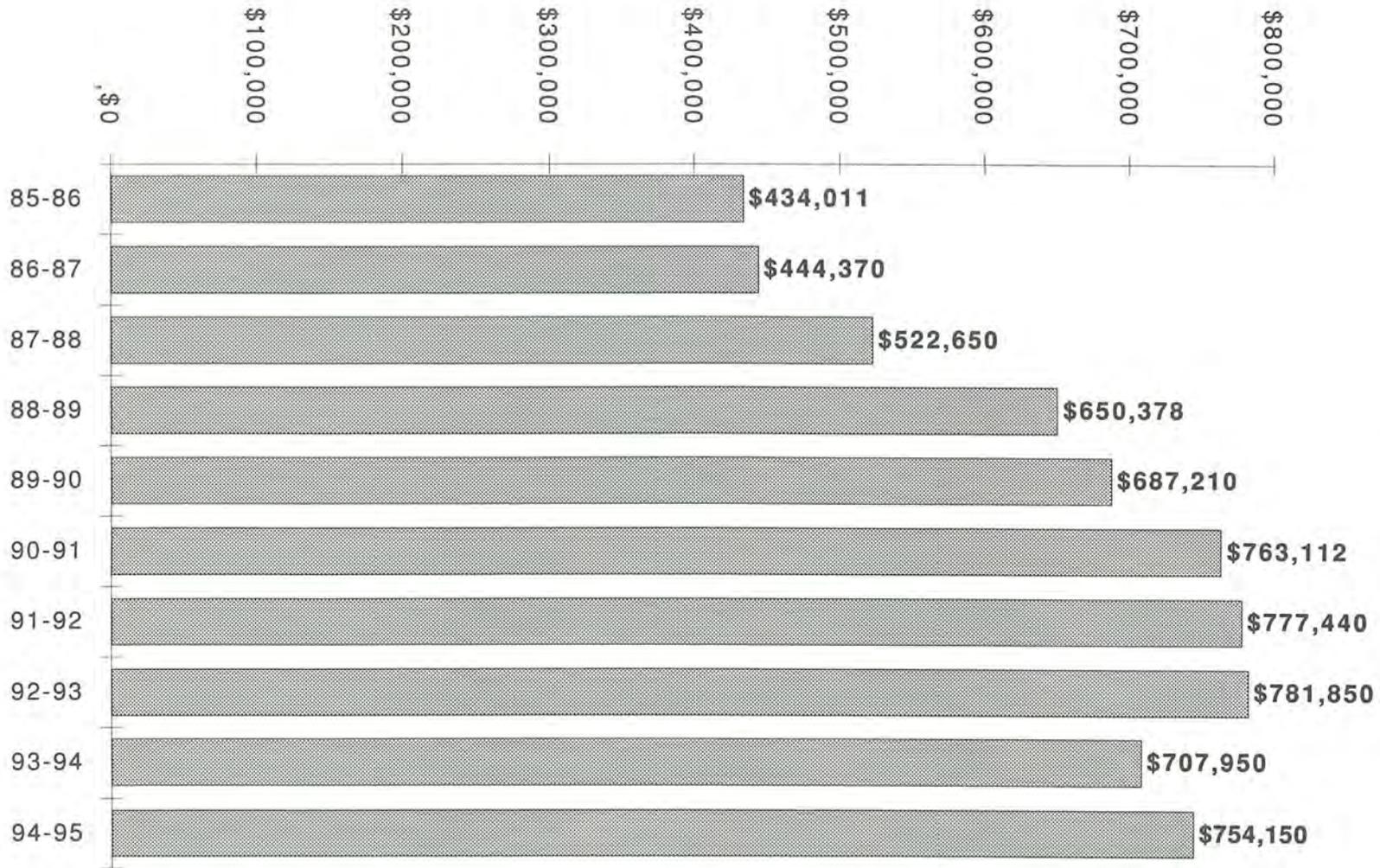
Thank you to all of the members of the budget committee for their long hours and hard work. Students and others who have questions about the DASB Budget are encouraged to stop by the DASB Office or to call (408) 864-8690/8695/8694/8425.


Lisa Battista
President

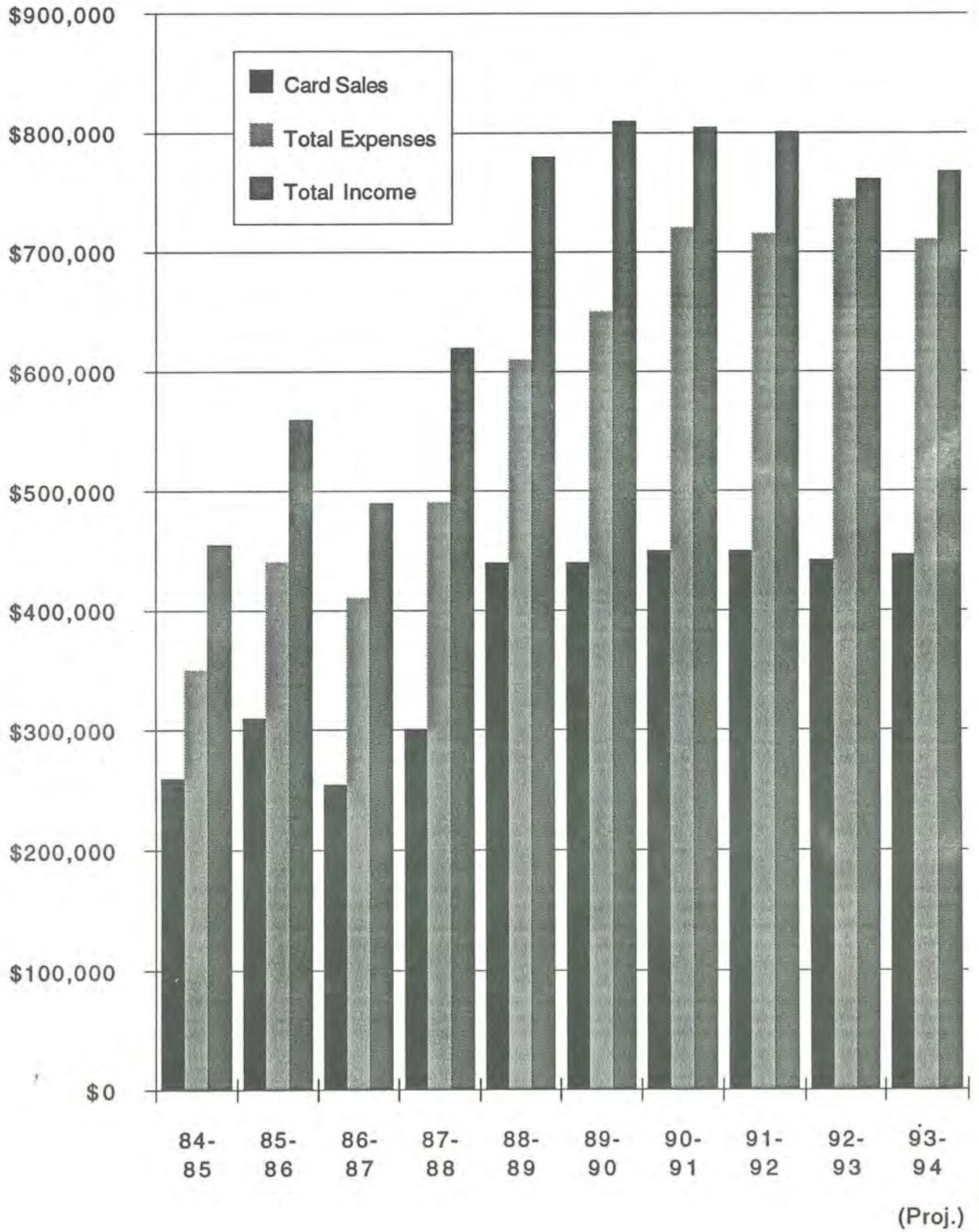

Toby Crider
Acting Vice President of Finance

1993-1994 Budget Committee
Elizabeth Konegen, Chair
Toby Crider, Vice Chair
Lisa Battista
Cameron Crowley
Daniel Grisham
John F. Navas
Sharon Sulse
John Cognitiona, Advisor
Louisa Choy, Accounts Office

DASB Budget History Years 1985-95

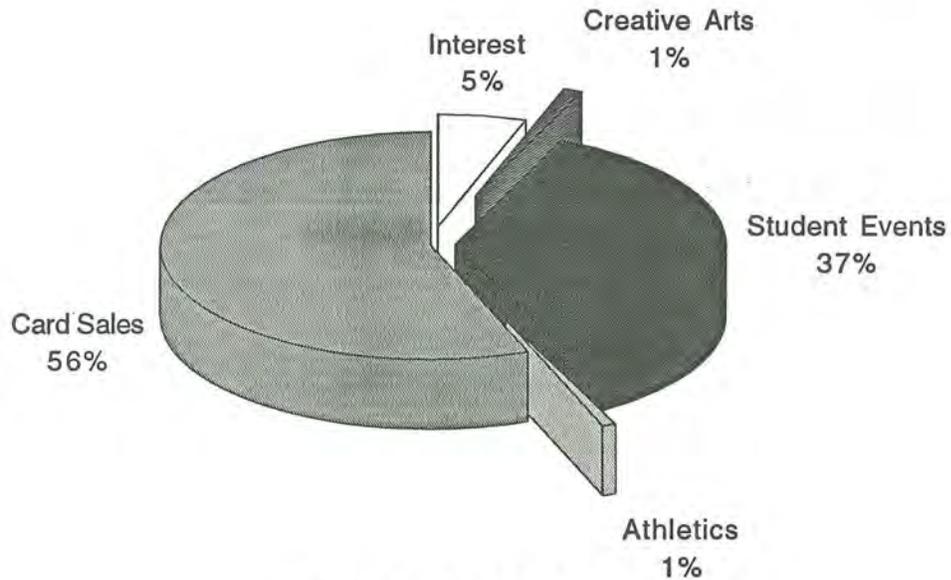


DASB Income and Expense History 1984-94

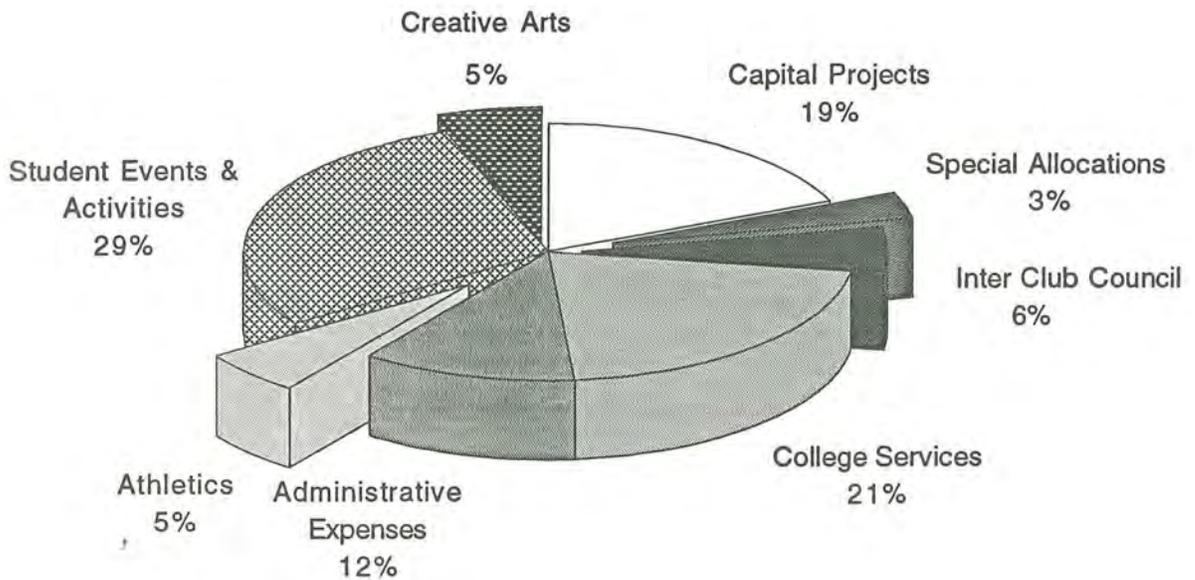


DASB Budget 1994-95

INCOME PROFILE



EXPENSE PROFILE



De Anza Associated Student Body 1994-95 Budget Income and Expense Summary

Income

Card Sales	\$422,000
Interest	\$40,000
Student Events	\$277,000
Creative Arts	\$9,150
Athletics	<u>\$6,000</u>

Total Income

\$754,150

Expenses

Administrative Expenses	\$87,000
Special Allocations	\$26,000
Inter Club Council	\$42,000
Student Events and Activities	\$218,663
DASB Capital Projects	\$140,667
College Services	\$158,420
Creative Arts	\$40,000
Athletics	<u>\$41,400</u>

Total Expenses

\$754,150

De Anza Associated Student Body Income for Fiscal Years 1992-95

	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
Card Sales	450,000	417,000	422,000
Interest	50,000	44,000	40,000
	<u>500,000</u>	<u>461,000</u>	<u>462,000</u>
 Student Events & Activities			
Bike Lockers	3,500	3,500	3,500
Computer Mart	36,000	0	0
Flea Market	200,000	210,000	252,000
Friday Night Films	300	0	500
Intramural Sports	10,000	5,000	5,000
Student Design & Publicity	0	0	4,000
Video Games	12,000	12,000	12,000
	<u>261,800</u>	<u>230,500</u>	<u>277,000</u>
 Creative Arts			
All College Chorus	500	500	500
Actor's ensemble	600	500	500
Band	400	400	400
Chorale & Vintage Singers	1,500	1,500	1,500
Dance Program	2,500	2,500	2,000
Jazz Ensemble Perf./Rec.	1,250	1,250	1,250
Spring Musical	2,500	2,500	1,000
Student Films	400	0	0
Summer Musical	3,000	0	0
Vocal Jazz Perf./Rec.	1,400	1,300	2,000
	<u>14,050</u>	<u>10,450</u>	<u>9,150</u>
 Athletics			
Football	4,000	4,000	4,000
Men's Basketball	1,000	1,000	1,000
Women's Basketball	1,000	1,000	1,000
	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
 Total Income	<u><u>\$781,850</u></u>	<u><u>\$707,950</u></u>	<u><u>\$754,150</u></u>

De Anza Associated Student Body Expenses for Fiscal Years 1992-95

	1992-93	1993-94	1994-95
Administrative Expenses			
Accounts Office Clerk	28,000	52,500	46,000
Accounts Office Computer	900	2,200	2,000
Accounts Office Supplies	6,000	7,500	4,800
Advisor Travel	1,300	750	600
Budget Committee	250	300	250
CalSACC Dues	450	600	450
CalSACC Expenses	0	0	2,000
Copy Machine Supplies/Maint.	2,300	2,366	2,000
DASB Card Printing	29,000	23,320	13,600
DASB Elections	1,500	1,500	1,500
DASB Executive Vice President	150	200	200
DASB Leadership Training	2,500	300	300
DASB Office Supplies	1,500	1,500	1,000
DASB Plaques	400	0	0
DASB President	150	200	200
DASB Printing	2,500	6,000	4,500
DASB Secretary	4,000	4,000	4,000
DASB Telephone	1,500	600	800
DASB Travel	6,000	6,000	2,000
V.P./Communication	150	200	200
V.P./Finance	150	200	200
V.P./Programs	150	200	200
V.P./Student Rights & Services	150	200	200
	89,000	110,636	87,000
Special Allocations			
Fall Allocation	4,000	3,000	8,000
Spring Allocation	4,000	3,000	8,000
Summer Allocation	1,250	1,500	2,000
Winter Allocation	4,000	3,000	8,000
	13,250	10,500	26,000
Inter Club Council			
Club Budget	36,060	41,500	42,000
	36,060	41,500	42,000

De Anza Associated Student Body Expenses for Fiscal Years 1992-95

	1992-93	1993-94	1994-95
Student Events & Activities			
Activities Office Program	5,250	4,000	1,000
Alumni Association	2,000	0	0
Athletic Home Opener	700	0	0
Bike Locker Maintenance	900	2,275	2,000
Campus Spirit	5,000	4,000	2,000
College Life Weekly	2,000	5,000	4,000
Communications Committee	2,000	500	700
Computer Mart	18,000	0	0
DASB Open Media Lab	10,000	5,000	0
DASB Hospitality	1,000	500	400
DASB Library Fund	0	0	1,000
De Anza Day Committee	24,500	22,500	15,000
De Anza Pow-Wow	10,000	0	5,000
Flea Market	81,000	85,200	100,000
Graduation	6,000	6,000	4,863
Holiday Decorations	500	0	0
New Student Orientation	6,000	3,000	2,000
Programs Committee Events	15,500	7,500	6,000
Programs Multicultural Events	8,000	10,000	10,500
Recreational Sports	40,000	35,000	30,000
Sports Information Department	4,500	0	0
Spring Ball	900	0	0
Student Design & Publicity	0	0	7,000
Student Events Photography	600	600	500
Student Handbook	23,000	24,000	22,000
Student Recognition Program	4,250	2,000	1,500
Student Rights & Services	500	200	500
Ticket Takers	1,200	1,139	1,200
25th Anniversary	10,000	0	0
Welcome Week	300	0	0
Women's Week	900	1,000	1,500
	<u>284,500</u>	<u>219,414</u>	<u>218,663</u>
 DASB Capital Projects	 150,000	 150,000	 140,667
	<u>150,000</u>	<u>150,000</u>	<u>140,667</u>

De Anza Associated Student Body Expenses for Fiscal Years 1992-95

	1992-93	1993-94	1994-95
College Services			
A Starting Point	3,000	0	10,000
Activities Office Assistant	10,000	11,500	11,500
Activities Office Interns	7,000	8,500	8,500
Admissions & Records	6,200	8,000	8,000
Art on Campus	0	0	500
Assistive Technology Training Center	0	0	900
Bottomfish Magazine	2,200	0	1,000
California History Center	4,000	0	0
Child Development Center	2,000	0	2,000
Counseling Center/ Peer Advising	1,500	2,000	2,000
DAC Diversity Leadership Training	0	0	22,000
DAC Latina Conference	0	2,000	2,500
DASB Scholarships	15,000	15,000	20,000
DASB Student Book Grant	0	0	3,000
De Anza Security	0	800	0
De Anza Recycling Program	6,000	7,500	12,000
Educational Diagnostic Center	0	0	1,200
EOPS/Care Program	1,500	1,500	0
EOPS/Summer Work Program	400	400	0
EOPS/Target Access	800	800	0
Exchange Student Program	250	0	0
Friday Night Films	3,300	2,000	3,000
GAIN Program	500	800	0
Information Center	24,700	24,000	17,000
Intercultural/International Studies	1,500	0	0
La Voz	0	0	7,000
Legal Aid	17,000	17,350	20,000
Older Adult Services	2,500	0	0
Outreach Program	2,400	5,100	4,970
Physically Limited Services	900	0	800
Renew Orientation	500	550	550
	<u>113,150</u>	<u>107,800</u>	<u>158,420</u>
Creative Arts			
Actor's Ensemble	1,500	1,750	2,000
All College Chorus	2,400	2,500	1,500
Band	2,650	2,600	2,000
Sub-total Forwarded	<u>6,550</u>	<u>6,850</u>	<u>5,500</u>

De Anza Associated Student Body Expenses for Fiscal Years 1992-95

	1992-93	1993-94	1994-95
Creative Arts			
Balance Forward			
Chorale & Vintage Singers	4,500	3,300	3,500
Dance Program	9,000	7,000	7,000
De Anza Chamber Orchestra	1,000	900	1,100
Jazz Ensemble Perf./Rec.	4,000	3,200	3,500
Patnoe Jazz Festival	2,000	1,000	2,000
Spring Musical	7,500	5,500	6,000
Student Art & Photo Competition	3,000	2,000	3,000
Student Film & Video Production	3,500	2,500	2,900
Vocal Jazz Perf./Rec.	6,000	4,500	5,500
	47,350	35,250	40,000
Athletics			
Athletics Program	5,800	5,000	0
Baseball	3,500	3,500	3,500
Football	5,000	5,000	5,000
Golf	1,690	1,000	1,000
Men's Basketball	3,800	3,750	3,750
Men's Cross Country	1,300	1,200	1,200
Men's Soccer	2,000	2,200	2,200
Men's Swimming	1,500	1,400	1,400
Men's Tennis	1,600	1,500	1,500
Men's Track & Field	2,300	2,300	2,300
Men's Volleyball	2,000	0	0
Men's Water Polo	2,000	2,500	2,500
Women's Basketball	3,500	3,600	3,750
Women's Cross Country	1,300	1,200	1,200
Women's Soccer	2,000	2,200	2,200
Women's Softball	1,850	0	2,400
Women's Swimming	1,500	1,400	1,400
Women's Tennis	1,600	1,500	1,500
Women's Track & Field	2,300	2,300	2,300
Women's Volleyball	2,000	2,300	2,300
	48,540	43,850	41,400
Total Expenses	\$781,850	\$707,950	\$754,150

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 the De Anza Associated Student Body.

II. Special Qualifications

Other than the general qualifications as stated in the DASB 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 request 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 the organization shall be administered using 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 De Anza budget administrators, college deans, DASB Senate members, posted on the DASB Senate 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 request. 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 request should have the signature of the program advisor and, when possible, 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 Senate at least two (2) weeks before dead week of the Spring Quarter.
 - 5. The budget shall be presented to the DASB Senate for a two third (2/3) vote approval process; each vote shall require a 2/3 majority vote of the DASB Senate approval. The budget shall be presented for a preliminary two third (2/3) vote; if a 2/3 vote is not reached at this time the budget shall be sent back to the Budget Committee with specific recommendations from the DASB Senate for amendment. This revised budget shall be submitted to the DASB Senate for approval, including amendment by the DASB Senate necessary.
 - 6. Announcements of the availability of the moneys for the next fiscal year must be made in the appropriate campus media.

De Anza Associated Student Body Finance Code

- C. 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 for approval.
- D. Requests for funds other than approved budget items must be submitted one week in advance to the Vice President of Finance who will present to the DASB Senate with a recommendation from the Finance Committee. The DASB Senate by a two thirds (2/3) vote can waive this requirement in the event of an emergency.
- E. Procedure for the disposition of money matters other than budgeted items:
 - 1. The Vice President of Finance presents the item to the DASB Senate with recommendations from committee for action.
 - 2. After discussion on the matter, the DASB Senate decides to approve or disapprove the matter by a two third 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 Senate Bulletin Board. At the following meeting, the matter will be reread and a final approval or disapproval roll call requiring a two third 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. Deposit

- 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 Student 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 Student Accounts Manager shall issue a receipt for all moneys received.

De Anza Associated Student Body Finance Code

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 complete a requisition (obtained from the Faculty Advisor or the Student Account Manager) and will submit to Student Account office for approval of 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 Account after the 24 hour period.
- C. The Student Accounts Manager will facilitate the transaction in any of the three ways listed below and will note on the requisition the action taken. The DASB Senate 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.
 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 Account Office. Each requisition shall identify the budget code number from
 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 Student Accounts Manager shall prepare the check. Ordinarily, checks shall be made out to the vender.
 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 Student 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.

De Anza Associated Student Body Finance Code

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 DASB President and Vice President of Finance, Student Accounts Manager or District Internal Auditor at any time.
- B. Inventory- All capital purchased with funds will, at the discretion of the Student Account 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 Account 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 purchases 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 Senate 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 Senate

X. Contracts

Contracts for orchestras, dance halls, entertainers, athletic events, speakers, etc., must be signed by the Faculty Advisor, the Associate Dean, 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 Student Account 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 Senate with the approval of the District Board of Trustees.
- 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 Photo I.D. Office after proof of prior purchase by the Registrar's Office at a replacement charge of \$5.00.

XII. Travel Claims

- A. Organization representatives must consult with the Associate Dean about securing approval of trips and/or conferences. Anyone planning to claim reimbursement for travel expense must secure a trip voucher in advance of the trip and the completed voucher listing estimated expenses must be

De Anza Associated Student Body Finance Code

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.

DASB assumes no responsibility for private cars providing transportation for school activities

In no instance will the expense 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 amount listed below are the maximum the DASB Senate 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. Arrangement 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 a current DASB cards.

XII. Banquet and Orientation Meeting Meal Expense

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

XIV. Income Commitment and Fund Accounts

All programs in the budget which have income commitment are expected to return their committed amount to DASB. If any program at the end of the budget year had 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 the DASB Senate 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.

DASB shall maintain a reserve account to equal 2/3 of its pervious fiscal year operation budget or \$500,000, whichever is greater. Any funds over and above this amount will be placed in the account entitled "Special Projects Allocations" (SPA). Money in this account will be used for special projects that the DASB senate feels will be beneficial to student.

De Anza Associated Student Body Finance Code

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 Senate.
- B. Procedure for disposition of DASB Capital Projects:
 - 1. The DASB Finance committee shall submit a recommendation to the DASB Senate for action.
 - 2. After discussion on the matter, the DASB Senate 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 the DASB Finance 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 Senate Bulletin Board. 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.
- C. Decision on a particular DASB Capital Project shall be binding from approval to completion.
- D. Agreements of understanding shall be made between DASB Senate and the appropriate college or district representative concerning each DASB Capital Project.

Budget Stipulations by the DASB Senate 1994-95

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 De Anza Associated Student Body.
2. All students participating in programs funded by DASB are to purchase current DASB cards.
3. A program funded by DASB must keep accurate 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 & 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 Senate if it is felt that a program is running inefficiently (funds are not 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 Senate). If just cause is given, a program account may then be frozen by a 2/3 vote from the DASB Senate and will only be reinstated when the DASB Senate feels that the program should be reinstated. A 2/3 vote is required for the reinstatement of a program once it had 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 issued before the action is taken.
4. All programs must follow the DASB Finance Code included in this budget.

Individual Stipulations

1. Income Commitment: As a condition of funding all programs with Trust Accounts, the income commitment must be met by transferring funds from the Trust account to fulfill the income obligation.
2. Special Allocations: The Special Projects and Quarterly (Summer, Fall, Winter, and Spring) Allocation for all quarters is to be used for the funding of programs not in the budget or for under budgeted items. All financial request will be routed through the Finance Committee where upon a recommendation will be made to the DASB Senate as to what action should be taken.
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 Student Accounts Manager for safekeeping.
4. Advertising: Programs funded by DASB must have all advertisement work done at Student Design and Publicity.
5. Student Scholarships: All DASB scholarship recipient will be presented their scholarships at a regular Senate meeting. The total amount of these scholarships is to be at least \$10,000.

Budget Stipulations by the DASB Senate 1994-95

6. Recycling: All organizations using DASB funds shall be required to purchase and use recycled paper and paper products with DASB funds. The group must contact the De Anza College Recycling Program, minimum of 72 hours prior to the activity. If a service is deemed during consultation the De Anza Recycling Program must be contracted.
7. Balloons: No DASB funds shall be used for the purpose of purchasing or renting balloons or helium tanks.
8. Grapes: No DASB funds shall be used for the purpose of purchase of table grapes for the duration of the UFW grape boycott.

Student Accounts Office General Procedures

The SAO (Student Account Office) is located inside the Activities Office in the lower level of the Campus Center. The office provides the following services to students and staff:

- New account set-up and maintenance.
- DASB budget accounts 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 to be mailed or picked up, and write down the requester'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. 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.

Payments

Once the SAO has acquired the other required signatures (i.e. DASB Vice President 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 PM. Allow 3 working days for check preparation. The blue copy of the requisition will be returned to the originator to indicate payment of 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 from the proper on-campus authority. Please consult the SAO staff as to which form the account holder should complete. Payroll checks for student workers and casual employees are processed monthly. Please allow 30 days for the District Accounting 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 item 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 to SAO, and the use of the locker is terminated.

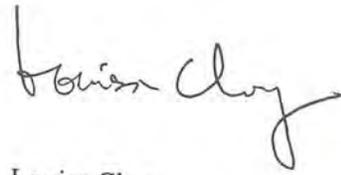
Student Accounts Office General Procedures

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.

Student Accounts Office is a service-oriented office. If you have any questions or need assistance, please call either 864-8442 or 864-8528.

Thank you.



Louisa Choy
Student Accounts Office

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