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Respondent

8 Martin Varela

**33:07**  
Time to complete

### Program Information

1. Program or DASG Account Name: \*

Accounts Office Staff

2. Is this a new DASG account? \*

Yes

No

3. Please enter your DASG Account Number: \*

41-51310

### Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2170 - Classified Salary
- 2310 - Student Salary
- 2350 - Casual Salary
- 2360 - Overtime Salary
- 3100 - Contract Benefits (Required for Classified Salary)
- 3200 - Hourly Benefits (Required for Student, Casual, and Overtime Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5260 - Scholarships
- 5310 - Equip.Rental/Lease
- 5315 - Software Maintenance
- 5510 - Conference & Travel
- 5520 - Field Trips
- 5745 - Advertising
- 5906 - Credit Card Fees
- 5914 - Bad Debts
- 5922 - Misc Operating Exp
- 6412 - Software Agreements - Multiyear
- 6420 - Capital Equipment
- 7320 - Intrafund Transfers

4. What is the first Line Item you need to request funding for? \*

- 2170 Classified Salary
- 2310 Student Salary
- 2350 Casual Salary
- 2360 Overtime Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers

### 2170 Classified Salary

Must also request 3100 Contract Benefits if requesting Classified Salary.

5. 2170 Classified Salary Amount \*

Please round up to the nearest whole number.

Please enter a whole number

6. 2170 Classified Salary Description \*

### 3100 Contract Benefits

Required if Classified Salary has been requested.

7. 3100 Contract Benefits Amount \*

Please round up to the nearest whole number.

Please enter a whole number

8. 3100 Contract Benefits Description \*

9. What is the next Line Item you need to request funding for? \*

- 2310 Student Salary
- 2350 Casual Salary
- 2360 Overtime Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

### 2310 Student Salary

Must also request 3200 Hourly Benefits if requesting Student, Casual, or Overtime Salary.  
Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines.

10. 2310 Student Salary Amount \*

Please round up to the nearest whole number.

17462

Please enter a whole number

11. 2310 Student Salary Description \*

Student employee support

12. What is the next Line Item you need to request funding for? \*

- 2350 Casual Salary
- 2360 Overtime Salary
- 3200 Hourly Benefits

### 3200 Hourly Benefits

Required if Student, Casual, or Overtime Salary have been requested. Ensure that the requested amount and description align with FHDA's Pay Levels and other applicable guidelines.

Use a rate of 1.52% of Student Salary for Student Employee Benefits. Use a rate of 10% of Casual Salary for Casual Employee Benefits.

13. 3200 Hourly Benefits Amount \*

Please round up to the nearest whole number.

873

Please enter a whole number

14. 3200 Hourly Benefits Description \*

Student employee support benefits

15. What is the next Line Item you need to request funding for? \*

- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

## Request For Information (RFI)

**Description:**

Please provide comprehensive details about your program.

**Public Disclosure:**

Be advised that all documents and information submitted will be accessible publicly online.

***Please redact any Personally Identifiable Information (PII).***

16. Please provide a thorough description of your program. \*

The Student Accounts Office plays a crucial role in providing accounting, cashiering, and customer service for all financial transactions related to the DASG, clubs, and trust accounts. This includes offering accounting support for the DASG Flea Market. The Accountant also acts as the financial expert on the DASG Finance Committee, assists with the annual DASG Budget process, and provides financial information to the DASG Senate.

The staffing request includes funding for 40% of the Accountant's salary and benefits, 100% for the Accounting Assistant, and 100% for one student assistant. Both the Accountant and Accounting Assistant are full-time classified staff positions and may be subject to union-negotiated Cost of Living Adjustments (COLA). The student assistant may work up to 20 hours per week, typically in the afternoons. It is important to note that we have not hired a student employee since before the COVID shutdown, but we hope to bring on a student assistant in the new year.

17. Number of students or which group(s) of students served by this program: \*

The Student Accounts Office supports all students at De Anza College.

18. Non-DASG Accounts and/or Sources of Funding \*

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

The college unrestricted general fund, covers 60% of the Accountant position, while DASG only funds 40%.

19. What would be the impact if DASG did not completely fund this request? \*

The student accounts office will not be able to maintain the same level of service that we currently provide, and office hours will be reduced due to the decrease in staff hours. Additionally, the office will be closed when classified staff are not present, which will disrupt support for all student activities.

20. Attach any relevant documents

**Attachment Guidelines:**

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

**Public Disclosure:**

Be advised that all documents and information submitted will be accessible publicly online.

**Please redact any Personally Identifiable Information (PII).**

 [DASG Employee Salary Request 2026-27 Martin Varela.pdf](#)

## Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

**The Budgeter and Administrator cannot be the same person.**

**Signatures that are Required for Utilizing Funds**

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

**The Budgeter and Administrator cannot be the same person.**

21. Are the Requester and Budgeter the same person? \*

Yes

No

22. **Budgeter's Name** \*

Martin Varela

23. Budgeter's Email Address \*

varelamartin@fhda.edu

24. Budgeter's Phone Number \*

408-864-8857

25. Budgeter's Relationship to Project \*

Manager

26. Budgeter's Position on Campus \*

Director, College Fiscal Services

27. **Administrator's Name** \*

Farhad Sabit

28. Administrator's Email Address \*

sabitfarhad@fhda.edu

29. Administrator's Phone Number \*

(408) 864-8976

30. Administrator's Relationship to Project \*

Division manager

31. Administrator's Position on Campus \*

Vice President, Finance and Administrative Services