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Respondent

2 Jennifer Nguyen

64:05

Time to complete

Program Information

1. Program or DASG Account Name: *

Accounts Office System

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-51330

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

5315 Software Maintenance

5. 5315 Software Maintenance Amount *

Please round up to the nearest whole number.

Please enter a whole number

6. 5315 Software Maintenance Description *

We need annual maintenance and support for Omatic Software, that works with our Blackbaud accounting software. We added the Positive Pay solution from Omatic to meet bank requirements for sending files to the bank when processing Accounts Payable (AP) checks. The files need to be in a bank specific format and they authorize the payments for AP checks we process. This is a necessary measure to help prevent check fraud. Omatic costs increase about 15% annually for the maintenance and support fees.

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

- 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

6412 Software Agreements - Multiyear

8. 6412 Software Agreements - Multiyear Amount *

Please round up to the nearest whole number.

10938

Please enter a whole number

9. 6412 Software Agreements - Multiyear Description *

Provides a computerized accounting system for DASG and club accounts. Our Blackbaud accounting software Financial Edge NXT (FENXT) requires maintenance and support and is a cloud based solution. A new FENXT multi-year Contract Agreement is needed beginning 2024-2025 with pricing set for the years stated in the Agreement. We receive updates to the software and a speedy resolution to any accounting software issue that may arise.

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

- 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).

11. Please provide a thorough description of your program. *

Our office provides services to students, staff, faculty, and administrators in processing all financial transactions for DASG and club accounts. We are responsible for all aspects of recording and reporting all DASG and club financial activity

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

All DASG Members (Paying Quarterly Fees)

13. 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.

N/A

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

DASG would not have the support required for their accounting software and problems would not be resolved. This could result in inaccurate financial records and ultimately could halt processing financial transactions. Computerized accounting software and maintenance/support is an absolute necessity for DASG to operate financially.

15. 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).

No answer provided.

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.

16. Are the Requester and Budgeter the same person? *

Yes

No

17. **Budgeter's Name** *

Jennifer Nguyen

18. Budgeter's Email Address *

nguyenjennifer@fhda.edu

19. Budgeter's Phone Number *

408-864-8442

20. Budgeter's Relationship to Project *

Office Staff

21. Budgeter's Position on Campus *

Accounting Assistant

22. **Administrator's Name** *

Martin Varela

23. Administrator's Email Address *

varelamartin@fhda.edu

24. Administrator's Phone Number *

408-864-8857

25. Administrator's Relationship to Project *

Office Supervisor

26. Administrator's Position on Campus *

Director, College Fiscal Services