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Respondent

13 Jenny Vela

5875:59

Time to complete

Program Information

1. Program or DASG Account Name: *

DASG Flea Market

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-55120

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.

Please enter a whole number

11. 2310 Student Salary Description *

(1) lead \$18.90 x 8 hr/day x 12 days
(13) day assistants \$18.20 x 8 hr/day x 12 days
(4) day assistants \$18.20 x 4 hr/day x 12 days
(1) office assistant \$18.90 x 624 hrs/year

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

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

2360 Overtime Salary

Must also request 3200 Hourly Benefits if requesting Student, Casual, or Overtime Salary.

13. 2360 Overtime Salary Amount *

Please round up to the nearest whole number.

Please enter a whole number

14. 2360 Overtime Salary Description *

Overtime is 2 custodians plus 2 grounds keepers plus 1 flea market coordinator x 12 days.

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.

15. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

Please enter a whole number

16. 3200 Hourly Benefits Description *

flea market coordinator

17. 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

4010 Supplies

18. 4010 Supplies Amount *

Please round up to the nearest whole number.

4500

Please enter a whole number

19. 4010 Supplies Description *

office, bathroom and cleaning supplies for the public market

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

- 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

4013 Promotional Items

(reusable banners, imprinted marketing items, promotional clothing)

21. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

5000

Please enter a whole number

22. 4013 Promotional Items Description *

marketing - shopping bags, pens, stickers
logo clothing - staff

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

- 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

4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.
(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

24. 4015 Food Amount *

Please round up to the nearest whole number.

4000

Please enter a whole number

25. 4015 Food Description *

flea market staff food and beverage

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

- 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

4060 Printing

(Flyers, posters, programs, etc.)

27. 4060 Printing Amount *

Please round up to the nearest whole number.

1050

Please enter a whole number

28. 4060 Printing Description *

A-frame poster signs, business cards and flyers

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

- 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

5214 Professional Services

(Limited Engagement Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.)

30. 5214 Professional Services Amount *

Please round up to the nearest whole number.

41360

Please enter a whole number

31. 5214 Professional Services Description *

campus police \$9,300
portable toilets and handwashing stations \$22,080
fire department inspections \$5,760 (\$480x12)
fire department annual permit \$500
fire extinguisher annual maintenance \$840 (35x\$19.75 each x tax)
flea market contracted supervisor to cover move out shift/currently flea market coordinator works 10.5 hours \$2880

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

- 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

5315 Software Maintenance

33. 5315 Software Maintenance Amount *

Please round up to the nearest whole number.

12000

Please enter a whole number

34. 5315 Software Maintenance Description *

online flea market event management software system (Marketspread)

35. 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

5745 Advertising

36. 5745 Advertising Amount *

Please round up to the nearest whole number.

Please enter a whole number

37. 5745 Advertising Description *

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

- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

5906 Credit Card Fees

39. 5906 Credit Card Fees Amount *

Please round up to the nearest whole number.

150

Please enter a whole number

40. 5906 Credit Card Fees Description *

Need a balance for Marketspread credit card processor (fees, refunds)

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

- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

5914 Bad Debts

42. 5914 Bad Debts Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

43. 5914 Bad Debts Description *

na

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

- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

6420 Capital Equipment

45. 6420 Capital Equipment Amount *

Please round up to the nearest whole number.

28898

Please enter a whole number

46. 6420 Capital Equipment Description *

computer 2500, shed 22,000, tables 1,700, chairs 1,500. umbrella & stands 700, cart 499

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

- 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).

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

The De Anza Flea Market is a revenue producing event that generates approximately \$300,000 for the De Anza Student Government. We have 784 booths in Parking Lots A&B to sell to vendors every first Saturday of the month. We also sell space to food vendors to set up in the food court area in Parking Lot A1.

The DASG Flea Market is a market that receives booth fees from vendors and serves the campus and community by providing a location for individuals and businesses to sell products both new and used. The DASG Flea Market provides jobs to De Anza students and funds the Flea Market Coordinator position that also serves as DASG advisor to committees and special events coordinator to activities on the college campus.

The profit generated by the Flea Market provides a funding source for DASG to fund other on campus activities during the annual budget process which directly supports academics and student activities.

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

All college students benefit from the funds generated by the flea market.

50. 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.

none

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

The Flea Market generates revenues to support itself with the annual budget reviewed and approved by DASG Finance and Senate. There are no other funding/resources available for the DASG Flea Market. The profit generated by the Flea Market provides a funding source for DASG to fund other on campus activities.

52. 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.

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

Yes

No

54. Budgeter's Name *

Dayna Swanson

55. Budgeter's Email Address *

swansodayna@fhda.edu

56. Budgeter's Phone Number *

408-864-8414

57. Budgeter's Relationship to Project *

responsible for all aspects of the flea market

58. Budgeter's Position on Campus *

Flea Market Coordinator

59. **Administrator's Name** *

Hyon Chu Yi-Baker

60. Administrator's Email Address *

yibakerhyonchu@fhda.edu

61. Administrator's Phone Number *

(408) 864-8239

62. Administrator's Relationship to Project *

Assoc Dean - oversees Office of College Life (OCL) / Flea Market under OCL

63. Administrator's Position on Campus *

Associate Dean, Student Affairs