Respondent

11   Jennifer Nguyen

17:44
Time to complete

Program Information

1. Program or DASG Account Name: *

> Fund 46 SRF Variance

2. Is this a new DASG account? *

◯ Yes

⦿ No

3. Please enter your DASG Account Number: *

> 46-51403

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

4010 Supplies

5. 4010 Supplies Amount *

Please round up to the nearest whole number.

100

Please enter a whole number

6. 4010 Supplies Description *

This account provides funds to cover unexpected costs due to estimates being too low (for example: benefit % for student employee payroll)

7. 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

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).

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

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

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

> All DASG Members (Paying Quarterly Fees).

10. 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

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

> Payment delays would occur. Also, additional funding would be needed from DASG to cover expenses as a small overage would require more funding to be allocated to the account that went over budget due to unexpected increases. Additional funding would be needed to avoid a negative (deficit) balance in the account.

12. 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.

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

- ⦿ Yes
- ◯ No

14. **Budgeter's Name** *

> Jennifer Nguyen

15. Budgeter's Email Address *

> nguyenjennifer@fhda.edu

16. Budgeter's Phone Number *

408-864-8442

17. Budgeter's Relationship to Project *

Office Staff

18. Budgeter's Position on Campus *

Accounting Assistant

19. **Administrator's Name** *

Martin Varela

20. Administrator's Email Address *

varelamartin@fhda.edu

21. Administrator's Phone Number *

408-864-8857

22. Administrator's Relationship to Project *

Office Supervisor

23. Administrator's Position on Campus *

Director, College Fiscal Services