

View results

Respondent

1 Jennifer Nguyen

46:20
Time to complete

Program Information

1. Program or DASG Account Name: *

Accounts Office Supplies

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-51320

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? *

4010 Supplies



4010 Supplies

5. 4010 Supplies Amount *

Please round up to the nearest whole number.

1200

Please enter a whole number

6. 4010 Supplies Description *

AP Check stock, paper, toner, postage stamps, etc.

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

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 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.

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? *

No supplies would be available for the financial processing to take place (check stock, deposit books, forms, postage, paper, toner, etc.)

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:

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Please redact any Personally Identifiable Information (PII).

Requester, Budgeter and Administrator Information

The Requester is the person completing this request. 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 *

Accounting 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