

View results

Respondent

1

Maritza Arreola

208:32

Time to complete

Program Information

1. Program or DASG Account Name: *

Office of College Life

2. Is this a new DASG account? *

Yes

No

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

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

4010 Supplies



4010 Supplies

4. 4010 Supplies Amount *

Please round up to the nearest whole number.

Please enter a whole number

5. 4010 Supplies Description *

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

4015 Food



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>)

7. 4015 Food Amount *

Please round up to the nearest whole number.

Please enter a whole number

8. 4015 Food Description *

9. 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).

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

This new account is meant to be a Variance one to account for reimbursements form past fiscal years or other issues our office needs to fix. This specific funding request is to reimburse a student who had submitted a very large check request in Spring 2024 that was missed because of a technical error and wasn't caught until Summer 2025.

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

For this specific request, Mentors @ De Anza is open to all students; all new students are encouraged to become mentees, continuing students are encouraged to become peer mentors, and all students are welcome to workshops.

12. 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.

M@DA has typically received an annual allocation, but OCL and Student Accounts recognizes the need for a Variance account to handle errors like this.

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

A student who paid over \$1400 for supplies and food that benefited hundreds of students in Spring 2024 would not get their money back.

14. 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).

 [Check Request Supplement Maritza Arreola.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.

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

Yes

No

16. **Budgeter's Name** *

Maritza Arreola

17. Budgeter's Email Address *

arreolamaritza@fhda.edu

18. Budgeter's Phone Number *

408-864-8692

19. Budgeter's Relationship to Project *

Advisor

20. Budgeter's Position on Campus *

Student Activities Coordinator

21. **Administrator's Name** *

Hyon Chu Yi-Baker

22. Administrator's Email Address *

yibakerhyonchu@fhda.edu

23. Administrator's Phone Number *

408-864-8239

24. Administrator's Relationship to Project *

Area Dean

25. Administrator's Position on Campus *

Associate Dean, Student Affairs