DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to **Student Accounts NO LATER** than 4:00 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

Clubs should fill out the "ICC/Club Budget Request" form for all requests.

NOTE: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.

Name: _	Dayna Swanson			Signature 8	k Date:	4/12/2024
Phone:	408-864-8414			E-mail:	swansonday	/na@fhda.edu
You are req 2 below and	r department you are quired to attend the DASG F d possibly item 3 as well if o to be on the Finance	inance Committee mee determined by the Chair	ting, Monday at 4 of Finance.	4:00 PM (subjec	t to change), to a	enswer any questions for items 1 and
	ENERAL ITEM (Including Imary of item: (REQU	_	-	ecessary)		
Complete t details and	OBJECT CODE/LINE	ell when requesting newns. Incomplete applicati	or additional fundons will not be ac	nding. Attach ad ccepted. d; must attend Fi		- f necessary. Also attach additional e meeting only if contacted):
	nt Name:					
	nt Number: Object Code:	To Object Code:		equested An	nount \$	DASG Use only Approved Amount \$
Reason	n for Transfer: (REQU	IRED, use additiona	al sheets if ne	cessary)		
The Budg	geter and Administrator ca	annot be the same pers	on.			
Budget	ter's Name (PRINT)	Budgeter's S	ignature	Phone	e Number	E-mail
Admini	 istrator's Name (PR	INT) Administrato	rs Signature	Phone	e Number	E-mail
			Action Tak (office use o			
? Tı	ransfer Approved and	l Forwarded to Stud	·	s on	ate	? Transfer Denied
DA	SG Chair of Finance		Date	DASG Adv	isor	

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.

They are available at https://www.deanza.edu/dasg/budget/

Revised 1/22/2024 Page 1 of 3

NEW OR ADDITIONAL FUNDING REQUESTS

١.	Program (Account) Name: <u>Mascot Program</u>	
2.	Have you previously received DASG funding for this program?	
	No № Yes 🖵 DASG Account Number:	Year Funded:
	3. If yes, amount previously requested for current account	\$
	4. If yes, total amount previously allocated current account	\$
5.	How long has this program existed? June 2023	
6.	Number of students directly served or involved in this program:	All of the De Anza Student Body
7. Acc spo the	se ACCURATELY and THOROUGHLY complete numbers 8 – 1. List ALL other accounts and/or sources of income (list ALL Account Number ount Purposes/Restrictions) also list ALL Co-Sponsorships for the Programsorships. Accounts and amounts will be verified. Failure to disclose ANY arimmediate disqualification of your request and/or the freezing of your DAS Budget Accounts:	nbers, Account Names, Account Balances and am; include anticipated future sources and cond ALL non-DASG Funding Sources will result in SG Account if already approved.
	ist Accounts:	
	nd 15 Accounts:	
	DA Foundation Accounts:	
Gra	ant Funded Accounts:	
Otl	ner District Accounts:	
Off	-Campus/Off-District Accounts:	
	-Campus Co-Sponsorships:	
Off	-Campus Co-Sponsorships:	
col	Give a brief description of the program/services to be provide lege. How will these funds benefit present and future students?	Specifically used to excite future
9.	How do you use other funding to support your program? There	is no other funding for 2023.2024.
10.	. What would be the impact if DASG did not completely fund this	request?
	Either the Mascot would not be present or would need to seek f	funding from the President's Office.
stu Me pa	How have you been meeting or how do you plan to meet the idents benefiting from DASG funds allocated to you have paid the imbers (DASG Budget Stipulation # 1)? The Mascot is to draticipate at events that may provide free entrance when using courage more students to participate and pay for student body for	e \$10 DA Student Body Fee and are DASC ive student spirit and will perform and Student Body Cards. This program wil
12	. Total amount being requested	\$ <u>500.00</u>

(You must also complete the object code information on the next page)

Signatures that are needed for requesting funds

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is 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.**

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Revised 1/22/2024 Page 2 of 3

DASG Object Code/Line Item Information

* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate MUST ALSO COMPLETE BENEFITS – 3200			
Benefits – 3200 (1.52 % for Student Employees) MUST BE COMPLETED WHEN REQUESTING PAYROLL			
Supplies – 4010 (Office supplies or as specified in request or stipulations)			
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 Not for Conference and Travel; all Conference and Travel expenses, including meals, use Code 5510. (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98)			
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/ Entertainment/Workshop Presenters)			
Scholarships – 5260	To pay @ \$25/hour for De Anza School (1) Mascot and (1) Handler for Enrollment Day on April 27 and Graduation Day on June 29.	\$500.00	
Capital – 6420			
	Grand Total	\$500.00	
request and stay with that program and cannot be used f	I be held to line item amounts. Funds allocated to a program must be or or allocated/donated to other programs without DASG Senate app	roval.	stated in the original
The Budgeter and Administrator canno	ot be the same person.		
Dayna Swanson	<u>408-864-8414</u> eter's Signature Phone Number	swansondayna@fhda.edu E-mail	

The Budgeter and Administrator cannot be the same person.							
<u>Dayna Swanson</u> Budgeter's Name (PRINT)	Budgeter's Signature	<u>408-864-</u> Phone Nui		swansondayna@fhda.ed E-mail			
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Nui	mber	E-mail			
Michele LeBleu-Burns Administrator's Name (PRINT) Administrators Signatu	<u>408-864-8218</u> re Phone Nui		burnsmichele@fhda.e E-mail	<u>edu</u>		

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Revised 1/22/2024 Page 3 of 3