

De Anza College Student Accounts
Limited Engagement Agreement (LEA)
(for one-time payment of less than \$5,000)
Pre-Authorization for DASG and De Anza Club Accounts
(To be submitted for approval prior to the LEA)

Contractor Name: _____ Contractor Fee: _____
Description of Service: _____ Date of Service: _____
DASG/Club Acct. Name: _____ DASG/Club Acct. #: _____

Authorization Signatures: (In signing, approval of expenditure is authorized)

	Signature	Date
Advisor/Budgeter:	_____	_____
Club Authorized Officer:	_____	_____
Administrator for the Program:	_____	_____
DASG Chair of Finance:	_____	_____
ICC Chair:	_____	_____
College Life Activities Coordinator:	_____	_____
Director of College Life:	_____	_____
Director, College Fiscal Services:	_____	_____

Please see the district websites at the links below for requirements, instructions, forms, and more for Limited Engagement Agreement (LEA), District Direct Pay Request and W-9 Tax Forms:

- [Limited Engagement Agreement \(LEA\)](https://purchasing.fhda.edu/website-documents/Limited_Engagement_Agreement_v042024.pdf)
(https://purchasing.fhda.edu/website-documents/Limited_Engagement_Agreement_v042024.pdf)
 - If the link above does not work, use the Limited Engagement Agreement (LEA) link under Contracts on the [FHDA Purchasing Contracts & Forms Page](https://purchasing.fhda.edu/contracts-and-forms/) (<https://purchasing.fhda.edu/contracts-and-forms/>).
- [District Direct Pay Request Form](https://business.fhda.edu/downloads/Direct_Pay_Request_Form_v1125.pdf)
(https://business.fhda.edu/downloads/Direct_Pay_Request_Form_v1125.pdf)
 - If the link above does not work, use the District Direct Pay Form link under Accounts Payable Forms on the [FHDA Business Finance Forms Page](https://business.fhda.edu/finance-forms/index.html#ap-forms) (<https://business.fhda.edu/finance-forms/index.html#ap-forms>).
- [W-9 Tax Form](https://business.fhda.edu/downloads/fw9%20Rev%20March%202024.pdf)
(<https://business.fhda.edu/downloads/fw9%20Rev%20March%202024.pdf>)
 - If the link above does not work, use the W-9 Tax Form link under Accounts Payable Forms on the [FHDA Business Finance Forms Page](https://business.fhda.edu/finance-forms/index.html#ap-forms) (<https://business.fhda.edu/finance-forms/index.html#ap-forms>).

Note: Failure to receive pre-authorization could result in expenditure being denied.