

DASB FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts NO LATER than 4:30 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: The Finance Committee does not meet during the first week of the quarter, dead and finals weeks or breaks.

Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.

Name: KENNY SOLORIO Signature & Date: *Kenny S.* 04/24/2020
 Phone: (669) 200-8824 E-mail: SOLORIOKENNY1@GMAIL.COM

Group or department you are representing: _____
 You are required to attend the DASB Finance Committee meeting, Monday at 3:30 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.

Request to be on the Finance Committee Agenda For: (check one)

1. **GENERAL ITEM (Includes Budget Transfers):**
 Summary of item: (REQUIRED, use additional sheets if necessary) We ask to transfer \$5,640.00 and \$157.50 to pay for Member Coordinator intern who is going unpaid because they are classified as TEA. We also ask to transfer \$2,000.00 to Professional Services to fund our Summit.

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$** _____
 Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

3. **OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):**

Account Name: HEFAS
 Account Number: 41-56410

| From Object Code: | To Object Code: | Requested Amount \$ | DASB Use only Approved Amount \$ |
|-------------------|-----------------|---------------------|----------------------------------|
| <u>2310</u> | <u>1430</u> | <u>\$5,640.00</u> | _____ |
| <u>2310</u> | <u>5214</u> | <u>\$2,000.00</u> | _____ |
| <u>3200</u> | <u>1430</u> | <u>\$157.50</u> | _____ |

Reason for Transfer: (REQUIRED, use additional sheets if necessary)
 ① To provide payment to current intern who is working and is going unpaid.
 ② To fund speakers and workshop facilitators at our 6th Annual HEFAS SUMMIT.

The Budgeter and Administrator cannot be the same person

| | | | |
|--|---|------------------------------|--------------------------------------|
| <u>Cynthia Kaufman</u> Budgeter's Name (PRINT) | <u><i>[Signature]</i></u> Budgeter's Signature | 650-270-8857 Phone Number | Kaufman.cynthia@deanza.edu E-mail |
| <u>Alicia Cortez</u> Administrator's Name (PRINT) | <u><i>[Signature]</i></u> Administrators Signature | 8365 Phone Number | cortezalicia@deanza.edu E-mail |

Action Taken (office use only)

Transfer Approved and Forwarded to Student Accounts on _____ Date _____ Transfer Denied

DASB Chair of Finance Date DASB Advisor Date

The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
 They are available at <http://www.deanza.edu/dasb/budget/>

