

View results

Respondent

8

Hyon Chu Yi-Baker

13:09

Time to complete

Program Information

1. Program or DASG Account Name: *

Welcome Day

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? *

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>)

4. 4015 Food Amount *

Please round up to the nearest whole number.

Please enter a whole number

5. 4015 Food Description *

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

5214 Professional Services



5214 Professional Services

(Limited Engagement Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.)

7. 5214 Professional Services Amount *

Please round up to the nearest whole number.

Please enter a whole number

8. 5214 Professional Services Description *

Balloon arch and bouquets for welcome area of Welcome Day

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. *

An introduction to campus to help new students to connect, engage, and build community

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

750

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.

none

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

*

We would not be able to provide lunch and the event would not illicit the type of welcoming environment if there is no food for a 6 hour event. The balloons will add to the fun spirited event we are trying to create.

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).

No answer provided.

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** *

The Budgeter and Administrator cannot be the same person.

Hyon Chu Yi-Baker Hyon Chu Yi-Baker

17. Budgeter's Email Address *

Hyon Chu Yi-Baker

18. Budgeter's Phone Number *

4088648239

19. Budgeter's Relationship to Project *

20. Budgeter's Position on Campus *

21. **Administrator's Name** *

The Budgeter and Administrator cannot be the same person.

22. Administrator's Email Address *

23. Administrator's Phone Number *

24. Administrator's Relationship to Project *

25. Administrator's Position on Campus *