

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	_____ Various object codes are expensed as needed _____		
		TOTAL:	\$ <u>500</u>

Total amount requested (also complete line 11 at bottom of first page) \$ 500

Delete the Object Codes and lines within Object Codes you do not need.

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future 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.**

Budgeter and Administrator Information

Budgeter's Name:	Lisa Kirk
Phone Number:	408-864-8528
Email:	KirkLisa@fhda.edu
Relationship to Project:	Office Staff
Position on Campus:	Accountant
Administrator's Name:	Martin Varela
Phone Number:	408-864-8857
Email:	VarelaMartin@fhda.edu
Relationship to Project:	Office Supervisor
Position on Campus:	Director, College Fiscal Services