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DE ANZA COLLEGE  
STUDENT ACCOUNTS

### 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: Dennis Shannakian Signature & Date: Dennis Shannakian 11/5/2019

Phone: 408-864-8757 E-mail: shannakian.dennis@phda.edu

Group or department you are representing: College Life

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) \_\_\_\_\_

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: College Life Programming

Account Number: 41-5511

From Object Code:	To Object Code:	Requested Amount \$	DASB Use only Approved Amount \$
<u>5 214</u>	<u>4015</u>	<u>\$1,000.00</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary)  
For conducting multiple events throughout the rest of the year.

The Budgeter and Administrator cannot be the same person.

Budgeter's Name (PRINT) Dennis Shannakian Budgeter's Signature Dennis Shannakian Phone Number 408-864-8757 E-mail shannakian.dennis@phda.edu

Administrator's Name (PRINT) Michele LeBlen-Burns Administrator's Signature Michele LeBlen-Burns Phone Number 408-864-8218 E-mail leblenburnsmichele@phda.edu

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/>