

# DASG Budget Request 2024-2025

## For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023  
Applications and attachments must be typed and submitted via email to Dennis Shannakian at  
[ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your DASG Account Number”

For Example: “DASG Budget Request - DASG Budget Committee - 41-51140”

**Everything submitted will be publicly available online.**

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

1. Program (Account) Name: Accounts Office Supplies
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-51320
3. Amount requested for 2023-2024 \$ 1,200
4. Total amount allocated for 2023-2024 \$ 1,000
5. How long has this program existed? 40+ Years
6. Number of students directly served in this program: All DASG Members (Paying Quarterly Fees)

**Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.**

7. List ALL non-DASG accounts and/or sources of income (list ALL **Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions**) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.  
**Failure to disclose ANY and ALL non-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.**  
B Budget Accounts: N/A  
Trust Accounts: N/A  
Fund 15 Accounts: N/A  
FHDA Foundation Accounts: N/A  
Grant Funded Accounts: N/A  
Other District Accounts: N/A  
Off-Campus/Off-District Accounts: N/A  
On-Campus Co-Sponsorships: N/A  
Off-Campus Co-Sponsorships: N/A
8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? Our office provides services to students, staff, faculty, and administrators in processing all financial transactions for DASG and club accounts. We are responsible for all aspects of recording and reporting all DASG and club financial activity.
9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)?

When students purchase discounted movie tickets, we ask to see their DASG card. If they do not have their DASG card, we send them to the Office of College Life to get it. We do not sell movie tickets to students without the DASG card (optional quarterly fee must be paid) as this service is only for DASG members.

10. What would be the impact if DASG did not completely fund this request? No supplies would be available for the financial processing to take place (check stock, deposit books, forms, postage, paper, toner, etc.)

11. Total amount being requested for 2024-2025 \$ 1,000

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

### Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Check stock, Postage stamps, toner &amp; various office supplies</u>		<u>1,000</u>
		TOTAL:	<u>\$ 1,000</u>

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

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter's Name: Lisa Kirk

Phone Number: 408-864-8528

Email Address: KirkLisa@fhda.edu

Relationship to Project: Office Staff

Position on Campus: Accountant

Administrator's Name: Martin Varela

Phone Number: 408-864-8857

Email Address: VarelaMartin@fhda.edu

Relationship to Project: Office Supervisor

Position on Campus: Director, College Fiscal Services

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 10/2/2023)