

Please submit form digitally/electronically to dastudentaccounts@fhda.edu or in person at the Student Accounts window inside the Office of College Life in the lower level of the Campus Center. If you have any questions, please contact the Student Accounts Office at dastudentaccounts@fhda.edu.

DE ANZA COLLEGE STUDENT ACCOUNTS DASG AND CLUB ACCOUNT CHECK REQUEST

(408) 864-8442

www.deanza.edu/studentaccounts

dastudentaccounts@fhda.edu

Make Check Payable To

Legal Name: _____

Mail Check To

Name: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Check Request Date: _____

DASG Account Name or Club Name: _____

Fund #:	DASG or Club Account #:	Object Code:
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General Ledger Acct.# (Fund 44 Office use only):
51110 (44)

Requested By: _____

Phone #: _____

Email: _____

Check One:

- Interoffice (Faculty/Staff Only)
- Pick Up; Provide Email & Phone:

- Please Mail

Check all that apply:

- Reimbursement of Expenses* Receipts/Invoice Attached
(Detailed Itemized Receipts/Invoices** Required)
- Advance – Travel
- Transfer of Funds Receipts to Follow

DESCRIPTION OF EXPENSES <small>Purchased items do not need to be listed individually. For Events, Meetings, or Conferences include Event, Meeting, or Conference Title, Date, Time, Location, Number of Attendees, etc. Also attach the Event, Meeting, or Conference Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, etc.</small>	RECEIPT/INVOICE TOTAL
<i>Sample: Decorations for Fall 2023 Club Day Table (Target)</i>	37.98
TOTAL	

*Reimbursement Receipts/Invoices must show that payments were made, the payment amounts, and the payment methods (Cash, Credit, Debit, Apple Pay, Google Pay, PayPal, Venmo, etc.) to qualify for reimbursement.

**Detailed Itemized Receipts/Invoices must include information about the items, number of items/copies/printouts, price per item/copy/printout, individual food items, individual drinks, Subtotal, Tax, Tip, Shipping, Total, etc.

All Food/Drink/Snack/Candy purchases must follow the FHDA Food Purchase Procedures at <https://business.fhda.edu/policies-and-procedures/fff-food-purchase-procedures.html> and cannot exceed the Domestic Per Diem amounts found in the FHDA Travel Guidelines at <https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html>. Include Event, Meeting, or Conference Title, Date, Time, Location, Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, Number of Attendees, and any other information or documentation specific to the Event, Meeting, or Conference.

AUTHORIZED SIGNATURES (For all check requests from DASG/ICC/Club funded accounts, 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, the DASG Chair of Finance shall sign designating funds are available and have been approved by the Senate for such an expenditure, the Director of College Life or designee and/or Student Activities Coordinator do not approve expenditures but rather sign designating all codes, bylaws and DASG/ICC procedures have been completed, and the Director, College Fiscal Services shall sign representing administrative staff):

Advisor/Budgeter _____ Date _____	Club Officer (President, VP, or Treasurer) _____ Date _____	ICC Chair/Chair of Finance/Programs/Marketing _____ Date _____
Administrator Responsible for the Program _____ Date _____	Student Activities Coordinator _____ Date _____	Director of College Life _____ Date _____
DASG Chair of Finance _____ Date _____		Director, College Fiscal Services _____ Date _____