

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: Diana Argabrite

Signature & Date:  11/15/21 FOR 11/29 FINANCE COMMITTEE

Phone: x5464

E-mail: argabritediana@fhda.edu

Group or department you are representing: Euphrat Museum of Art

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):**

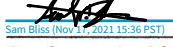
Account Name: Euphrat Museum of Art


Account Number: 41-56365

From Object Code:	To Object Code:	Requested Amount \$	<i>DASB Use only</i> Approved Amount \$
<u>2310</u>	<u>5214</u>	<u>\$2,300</u>	_____
<u>4060</u>	<u>5214</u>	<u>\$500</u>	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) With most classes still meeting virtually now and in winter quarter, there is a need for safe spaces where students can express themselves, feel a sense of community, and be inspired. The museum's 1st Thursday open mic series with special guests serves all interested students and provides a welcoming atmosphere that brings together accomplished and aspiring poets and performers. To fund these events through May we are asking to transfer funds from student payroll and printing.

The Budgeter and Administrator cannot be the same person.

Sam Bliss  x8275 blissam@fhda.edu
Budgeter's Name (PRINT) Budgeter's Signature Phone Number E-mail

Diana Argabrite  x5464 argabritediana@fhda.edu
Administrator's Name (PRINT) Administrators Signature Phone Number E-mail

Action Taken
(office use only)

Transfer Approved and Forwarded to Student Accounts on _____ Transfer Denied
Date

DASB Chair of Finance Date DASB Advisor Date

The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.