

# DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 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: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.**

*Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.*

Name:       Lisa Kirk       Signature & Date:  Lisa Kirk (Jan 19, 2024 15:15 PST)

Phone:       408-864-8528       E-mail:       kirkalisa@fhda.edu      

Group or department you are representing:  DASG

*You are required to attend the DASG Finance Committee meeting, Monday at 4:00 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) Transfer \$100,000 From Restricted Fund Balance Account 41-32300, Surplus Reserved for Next Yr. Budget, To 41-32100, General Reserve, as agreed by the DASG Finance Committee during 2024-2025 budget deliberations.

**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: \_\_\_\_\_

Account Number: \_\_\_\_\_

From Object Code:	To Object Code:	Requested Amount \$	DASG Use only Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Reason for Transfer:** (REQUIRED, use additional sheets if necessary) \_\_\_\_\_

*The Budgeter and Administrator cannot be the same person.*

\_\_\_\_\_  
Budgeter's Name (PRINT)      Budgeter's Signature      Phone Number      E-mail

\_\_\_\_\_  
Administrator's Name (PRINT)      Administrators Signature      Phone Number      E-mail

**Action Taken**  
(office use only)

Transfer Approved and Forwarded to Student Accounts on 01/19/2024       Transfer Denied  
Date

\_\_\_\_\_  
DASG Chair of Finance      Date 01/19/2024      DASG Advisor      Date 01/19/2024

**The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.**  
They are available at <https://www.deanza.edu/dasg/budget/>