

DASG FINANCE COMMITTEE
SPECIAL ALLOCATIONS PROCESS
2023-2024 FISCAL YEAR
(JULY 1, 2023 TO JUNE 30, 2024)

New or Additional Funding Consideration During the Fiscal Year Through the DASG Special Allocations Process & Available \$

- Fund 41 DASG General Special Allocations \$16,000 (account 41-58000)
- Fund 46 DASG Student Rep Fee Special Allocations \$11,368 (account 46-51400)
- Note: The DASG Finance Code and the DASG Budget Stipulations are to be followed when making Special Allocations funding decisions

Procedure for Requesting, Receiving, & Using DASG Special Allocations

- a. Submit DASG Finance Committee Agenda Item Form to Student Accounts (<https://www.deanza.edu/dasg/documents/forms/Finance-Comm-Agenda-Fund-41.pdf>
<https://www.deanza.edu/dasg/documents/forms/Finance-Comm-Agenda-Fund-46.pdf>
Submit by email to dastudentaccounts@fhda.edu)
- b. Request is placed on the DASG Finance Committee Agenda
- c. Consideration/ approval by the DASG Finance Committee (Meet on Mondays @ 4 p.m.)
- d. Consideration/ approval by the DASG Senate (Meet on Wednesdays @ 4 p.m.)
- e. If approved by the DASG Senate: A memo is sent to the requestor/budgeter from the DASG Chair of Finance notifying them of the approval (prepared & signed by the DASG Secretary & DASG Advisor - sent by the Student Accounts Office)
- f. The requester/budgeter follows the procedures for spending the money allocated according to the types of expenses (DASG & Club Check Request, LEA/ICA (Limited Engagement/Independent Contractor Agreement) Paperwork, Student Employee Hiring Card, District Purchase Requisition, etc.)