

Please submit 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.

DE ANZA COLLEGE STUDENT ACCOUNTS

REQUISITION

NO. _____

Pay to: (408) 864-8442

Name _____

Address _____

City & State _____ Zip _____

Requisition 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: _____

Telephone #: _____

Email: _____

- Check one
- Interoffice (Faculty/Staff Only)
 - Pick Up; Provide Phone/Email:
 - Please Mail

- Check all that apply
- Reimbursement of Expenses
 - Advance - Travel
 - Transfer of Funds
 - Receipts/Invoice Attached
 - Receipts to Follow
- (Detailed Itemized Receipts/Invoices Required)

QUANTITY	DESCRIPTION OF EXPENSES (Include date, # of people for events)	UNIT PRICE	TOTAL PRICE

Office Notes	Check #	Date	TOTAL
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AUTHORIZED SIGNATURES (For all requisitions 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