

**DASB FINANCE COMMITTEE
SPECIAL ALLOCATIONS PROCESS
2020-2021 FISCAL YEAR
(July 1, 2020 to June 30, 2021)**

- 1. New or Additional Funding Consideration During the Fiscal Year Through the DASB Special Allocations Process & Available \$**
 - Fund 41 Special Allocations \$17,000 (account 41-58000)
 - Fund 46 Special Allocations \$ 5,983 (account 46-51400)
 - Note: The DASB Finance Code and the DASB Budget Stipulations must be followed when making Special Allocations funding decisions

- 2. Procedure for Requesting, Receiving, & Using DASB Funding**
 - a. Submit DASB Finance Committee Agenda Item Form to Student Accounts
(<https://www.deanza.edu/dasb/documents/forms/Finance-Comm-Agenda-Fund-41.pdf>
<https://www.deanza.edu/dasb/documents/forms/Finance-Comm-Agenda-Fund-46.pdf>
Or at the Student Accounts service window)
 - b. Request is placed on the DASB Finance Committee Agenda
 - c. Consideration/ approval by the DASB Finance Committee
 - d. Consideration/ approval by the DASB Senate
 - e. If approved by the DASB Senate: A memo is sent to the requestor/budgeter from the DASB Chair of Finance notifying them of the approval (prepared & signed by the DASB Secretary & DASB 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 (Student Accounts Requisition, Limited Engagement/Independent Contractor Paperwork, Student Employee Orange Hiring Card, District Purchase Requisition, etc.)