

DE ANZA COLLEGE STUDENT ACCOUNTS CLUB INFORMATION

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Location: Lower level - Campus Center, inside the Office of College Life.
Hours: Monday – Friday 9:00 a.m. - 4:30 p.m.
(Days/Hours may vary during School Breaks/Summer and office may be closed)

Office Staff: Lisa Kirk, Accountant (408) 864-8528
Jennifer Nguyen, Acctg. Assistant (408) 864-8442
Hang Le Student Assistant (408) 864-8296

Website: <http://www.deanza.edu/studentaccounts/>

The club accounts must reflect ALL the financial activity of the club. A club cannot pay for expenses directly from \$ collected. All \$ collected must be deposited at Student Accounts by the next business day.

1. **Cash Receipts:** See Cash Handling Procedures
2. **Cash Disbursements:** Student Accounts Requisitions are used to request checks. **Original, detailed** receipts are required. Be sure the check is requested payable to your legal name. For processing, allow at least two weeks for authorization signatures, and turn in your requests accordingly. Please note: sales tax will be charged to your account for all (online and other) purchases that did not include sales tax.

Independent Contractor Agreements (needed for services) Purchase Requisitions and other types of payment requests are processed by the District Office. The Student Accounts Office forwards this paperwork to the appropriate District Office after signatures are secured.

Note: Please do not pay an Independent Contractor with personal funds; you will not be reimbursed! Independent Contractors must be paid through the Foothill DeAnza Community College District as required by the District.

3. **Receipts to Follow:** Advances may be issued to clubs through the requisition process. Advances payable to club officers are limited to \$100. Advances exceeding \$100 must be made payable to the club advisor. ***A Cash Advance Agreement form must be signed and accompany the request. Original, detailed receipts need to be submitted within fifteen days of the check date or by June 30 whichever comes first along with a completed Receipts to Follow memo.***

Note: Advances may not be used to pay Independent Contractors. Failure to turn in receipts will result in a freeze on all financial transactions of the account. In addition, a hold will be placed on the student's record if the advance was payable to a student.

4. **Check Pick-up:** Valid photo identification is needed when picking up a check. If a check is not cashed within six months of issue, it becomes void.

Note: All paperwork must include the signatures of the Club Authorized Officer and the Club Advisor **before** it is submitted to Student Accounts. Officers be sure to sign the way you signed your name on the blue roster. A Financial Action form or Club Minutes must be attached to show that the club voted on and approved the expenditures.



De Anza Club/ICC Fund 44 Accounts (alphabetical)

②

5/22/2018

Club Name	Acct
1. 4 Elements Hip Hop Club 3/28/2018-6/30/2018	4267
2. Academic Quiz Bowl 11/2/2017-11/2/2018	4505
3. Anime Club 4/16/2018-6/25/2018	4117
4. Auto Tech Club 5/1/2017-5/1/2018	4040
5. Badminton Club 9/25/2017-6/30/2018	4119
6. Building Teamwork through Basketball 4/25/2018-6/30/2018	4535
7. Career Development 4/23/2018 – 6/29/2018	4565
8. Cheer and Dance Team 3/2019/2018-4/30/2018	4345
9. Chemistry Club 5/24/2017-5/24/2018	4064
10. Child Educators & Advocate Association 6/30/2018	4570
11. Chinese Students & Scholars Association (CSSA) 5/12/2017-5/12/2018	4068
12. Christian on Campus 4/25/2018 – 6/30/2018	4072
13. Circle K	4135
14. Clean Energy Club 5/24/2017 – 9/30/2017	4174
15. Click the World 2/23/2018 through fall 2018	4575
16. DECA 4/23/2018-6/30/2018	4169
17. Developers' Guild 2/07/2018-4/9/2018	4189
18. D.R.E.A.M. Campus Ministry	4618
19. Explorers' Nest 1/11/2018-1/1/2019	4354
20. Fellowship of Overseas Students (FOS) 4/2019/2018-4/2018/2019	4236
21. Filmmakers Union (DAFU) 2/15/2018- 6/29/2018	4150
22. Go and Chess Club 1/30/2018-3/31/2018	4065
23. G.R.A.N.D (Generosity, Respect, And, Nurturing, Dancers) 4/11/2018-6/23/2018	4640
24. Hello World! Code Squad 2/24/2018-6/1/2018	4469
25. Hong Kong Student Association 08/03/2017- 6/30/2018	4272
26. IDEA 11/2017/2017-11/2017/2018	4685
27. Injoy Cultural Club 10/11/2017-6/16/2018	4690
28. Interact 2/28/2018 – 6/30/2018	4691
29. International Student Volunteers (ISV) 5/1/2017-5/1/2018	4332
30. InterVarsity Christian Fellowship at De Anza 4/9/2018-6/30/2018	4288
31. Iranian Student Association 10/25/2017- 10/25/2018	4335
32. Japanese and American Association (JAA) 4/9/2018-9/30/2018	4336
33. Job Fair Club 3/8/2018 – 6/30/2018	4614
34. K-Pop Dance Club 04/09/2018-06/29/2018	4359
35. Koala Tree 01/2019/2018-12/29/2018	4281
36. Korean Student Association (KSA) 3/14/2018-3/14/2019	4339
37. Marketing Club 4/11/2018-6/30/2018	4168
38. Massage Club	4155
39. Math Club 5/15/2017-6/30/2018	4349

Club Name	Acct
40. Medical Outreach Association 1/15/2018- 6/15/2018	4376
41. Muslim Students Association (MSA) 4/27/2018- 4/20/2019	4360
42. NAMI-DA on Campus Club 1/8/2018-6/29/2018	4721
43. Neuroscience Club 4/25/2018 – 6/30/2018	4725
44. Outdoor Club of De Anza College 10/09/2017- Til Notified	4370
-a Outdoor Club Cleaning/Late Deposit	4371
45. Permias Indonesian Students Organization (PISO) 4/12/2018-4/12/2019	4240
46. Physics Club 10/31/2017-5/11/2018	4165
47. Political Revolution (DAPR) 9/25/2017- 6/28/2018	4438
48. Pop Music Club 10/03/2017-06/23/2018	4735
49. Psychology Club 4/9/2018-6/29/2018	4163
50. PUSO (Pilipino Unity Student Organization) 5/25/2017-7/1/2018	4390
51. Red Cross (DARC) 5/26/2017-4/30/2018	4015
52. Second Journey 4/9/2018-3/29/2019	4404
53. Sexuality and Gender Alliance (SAGA)	4795
54. Share Endeavors	4805
55. Shotokan Karate Club 6/1/2017-6/1/2018	4400
56. Statistics Club (DASC) 2/13/2018-5/30/2018	4416
57. Student Nurse Organization 4/9/2018-6/28/2018	4430
-a Student Nurse Organization Equipment	4431
-b Student Nurse Organization Graduation	4432
58. Taiwanese Association of De Anza 5/29/2017- 5/29/2018	4451
59. The De Anza Network (The Network) 4/10/2018-10/31/2018	4449
60. The Engineering Technology Club 5/31/2017- 5/31/2018	4225
61. The Pacific Bridge 5/1/2017-3/31/2018	4823
62. UNICEF De Anza 4/2017/2018-6/10/2018	4453
63. Vietnamese Student Association (VSA) 11/22/2017-6/31/2018	4460
-a. VSA Cultural Show	4461
64. (DA) Women in Computer Science	4885
65. Young Americans for Liberty	4499

Inter Club Council (ICC)	4320
-a. Inter Club Council (ICC) Capital	4290
-b. Inter Club Council (ICC) Inactive Hold	4300
-c. Inter Club Council (ICC) Scholarship	4310
-d. Inter Club Council (ICC) Fundraiser Holdings	4285

HOW TO FILL OUT A STUDENT ACCOUNTS REQUISITION

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Use this form for:

1. Reimbursement of expenses - products purchased off the shelf. (*Reimbursements for more than one purchase can be processed on the same requisition. Please list each receipt total. Original, detailed receipts are required.*)
2. Cash advance for an event or purchase. (Not for payment of services to an Independent Contractor or the purchase of merchandise \$1,000 or greater)

NOTE: **Do not use** this form for:

1. Services (Example: Speaker or DJ for club event). The Independent Contractor Agreement (ICA) paperwork must be used in these cases. In addition, if services are \$1,000 or greater, Student Accounts will create a District Purchase Requisition after the ICA paperwork is approved. Do not pay for services provided by personal funds because a reimbursement will not be possible; our District requires ICA paper work. See office staff for more information.
2. For purchases of merchandise payable to company, a District Purchase Requisition is needed along with a quote from the company. (See office staff for the hard copy of this form or at https://www.deanza.edu/studentaccounts/documents/DASA_Purchase_Requisition.pdf)

Steps (The attached copy is for reference only. Forms available at Student Accounts.)

1. Fill out the "Pay To" area with full name and address. Please print legibly or type.
2. In the right hand corner, provide the following information: Date of requisition, Account Name and Number to be charged (if more than one, include details under "Description), who filled out the requisition, and their telephone number and email (contact info is very important if there are any questions about the requisition). Break the account number into the three fields given: Fund number, account/project number, and object code. Please make sure there are enough funds in the account to cover the amount requested. You can access your account information at the computer terminal in the Office of College Life or on our website at <https://www.deanza.edu/studentaccounts/reports/>. The reports on our website are generally updated weekly. The report date is listed on the top left corner of the report.
3. Check one- be sure to mark one of the boxes - whether the check will be picked up or if the check is to be mailed. When picking up a check, please have a valid picture I.D. with you and let the office staff know you are there to pick up a check. Individuals must pick up their own checks.
- 4a. Check all that apply- check the appropriate box for Reimbursement, Advance, or Transfer of Funds. **Reimbursements will not be processed without receipts. Original, detailed receipts are required.** For clubs, cash advances made payable to students are limited to \$100. The Club Authorized Officer or Advisor would be the payee. Advances over \$100 must be payable to the Club Advisor. (Refer to the I.C.C. Financial Code.) **A signed Cash Advance Agreement form is required for all advances.**

- 4b. Check the box applicable: Receipts Attached or Receipts to Follow. Receipts to follow for Cash Advances must be turned in within fifteen days of the check date or June 30 whichever comes first, and **original, detailed** receipts/invoices are required. ***A Receipts to Follow memo is required along with the receipts, and any money not spent must be returned to the account.*** Failure to turn in documentation will result in a freeze on all financial transactions of the account. In addition, a hold will be placed on the student's record if the advance was payable to a student. If the advance was payable to an employee the matter will be referred to the Director of Budget and Personnel.
- 5. a.) Under "Description of Expenses," give a complete explanation of expenses. List each receipt total separately unless there are numerous receipts for the same expense. Highlight or circle the amounts requested on all receipts. When an expense is related to an event such as a party or a meeting, include the date of the event and the number of people who attended.
b.) Be sure to calculate the total dollar amount to be charged to the account.

6. Authorized Signers - Different types of accounts have different signature requirements.

Required authorization signatures are as follows:

DASB Accounts: Budgeter
 Administrator Responsible for the Program
 DASB Chair of Finance
 DASB Advisor (Director of College Life)
 and Director of Budget and Personnel

Club Accounts: Club Authorized Officer
 (Fund 44 or 41) Club Advisor
 ICC Advisor (College Life Activities Specialist)
 ICC Chair of Finance or any of the ICC Chairs
 Administrator Responsible for the Program
 and Director of Budget and Personnel

Another student officer must countersign payment requests to any student signer of accounts.

- 7. Submit the completed requisition form to the Student Accounts Office for processing. Be sure the Budgeter/s and Administrator Responsible for the Program have signed the form.
- 8. Please make a copy of the requisition and of all the receipts for your records.
- 9. Allow **at least** two weeks for check processing assuming there are no questions/problems.

PLEASE NOTE: For club accounts, a Financial Action form or Club Minutes must be attached to the requisition to show that the club voted on and approved the expenditures.

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Rev. May 2014

DE ANZA COLLEGE STUDENT ACCOUNTS

REQUISITION

NO. _____

Pay to: 1) (408) 864-8442

Name _____

Address _____

City & State _____ Zip _____

2) _____

Requisition Date _____

DASB Account Name or Club Name _____

Fund #	DASB or Club Account #	Object Code
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General Ledger Acct.# (Fund 44 or 45 - Office use only)

51110 (44) or 51112 (45)

Requested By: _____

Telephone #: _____

Email: _____

Check one 3)

- Interoffice Faculty/Staff only
- Pick Up, Provide Phone#/Email: _____
- Please Mail

4a) Check all that apply

- Reimbursement of Expenses
- Advance-Travel / Purchase
- Transfer of Funds

4b)

- Receipts/Invoice Attached
- Receipts to Follow

QUANTITY	DESCRIPTION OF EXPENSES (Include date, # of people for events)	UNIT PRICE	TOTAL PRICE
5a)	Pizza-Club meeting 11/2/16, 10 people		35
	Paper, pen, marker, etc. - Club day		10

Office Notes	Check #	Date	TOTAL	5b)	45
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AUTHORIZED SIGNATURES (For all requisitions from DASB/ICC/Club funded accounts, the budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body, the DASB Vice President of Budget and 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 College Life Activities Specialist do not approve expenditures but rather sign designating all code, bylaws and Senate/ICC procedures have been completed, and the Director of Budget and Personnel shall sign representing administrative staff):

6)	6a)				
Advisor/Budgeter	Date	Club Officer (President, VP or Treasurer)	Date	ICC Chair/Chair of Finance/Chair of Programs	Date
Administrator Responsible for the Program	Date	College Life Activities Specialist	Date	Director of College Life	Date
DASB Chair of Finance	Date			Director of Budget & Personnel	Date

De Anza College Student Accounts Code Tables

Table Name	Short Description	Table Entry
Object Code		
	0000	.
	0820	Membership
	0821	Donation
	0846	Flea Mkt Concessions
	0860	Interest Income
	0892	Returned Check Fees
	0894	Refund
	0895	Local Revenue
	1430	Academic Salary
	2170	Classified Salary
	2310	Student Salary
	2350	Casual Salary
	2360	Overtime Salary
	3100	Contract Benefits
	3200	Hourly Benefits
	4010	Supplies
	4013	Promotional Items
	4015	Food
	4020	Books Non-Capital
	4060	Printing
	4209	Banquet Supplies
	5030	Dues & Memberships
	5209	Banquet Services
	5214	Professional Service
	5260	Scholarships
	5310	Equip.Rental/Lease
	5315	Software Maintenance
	5340	Facilities Rental
	5350	Equip.Maint.&Repair
	5510	Conference & Travel
	5520	Field Trips
	5620	Telephone
	5745	Advertising
	5901	Depreciation Expense
	5910	Cash Over & Short
	5914	Bad Debts
	5922	Misc Operating Exp
	6420	Capital Equipment
	7130	Debt Maint. Exp.
	7320	Intrafund Transfers
	7410	Other Outgo
	9999	Total



CLUB MEETING FINANCIAL ACTION

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(FILL OUT COMPLETELY)

Please complete this form and attach to the Requisition or Independent Contract.

Remember to: List first and last names of club members and the dollar amount for financial approval.

1. Club: _____
2. Meeting Date: _____
3. Attendance of Club Members (list first and last names - use back of paper or attach additional sheet for more attendance)

4. Description of Expenditure: _____
5. Motion: To approve \$ _____
- _____
6. Made by: _____ 7. Seconded by: _____
8. # of Yes Votes: _____ # of No Votes: _____

9.	_____ Secretary's Signature	_____ Date	_____ Club Advisor's Signature	_____ Date	
If no secretary's signature then two designated (Co-President, Vice President, or Treasurer) Officer's signatures are needed. (Club Advisor's Signature is always required)					
	_____ Designated Signature	_____ Date	and	_____ Designated Signature	_____ Date

Purpose: Verification of club member's approval at club meeting for financial transactions.

Timeline: Attach this form or club meeting minutes to requisition/Independent Contract with W9 and receipts for check.

Form Available: In the ICC revolving literature rack outside the Student Activities Office, Student Accounts Office, and web site www.deanza.edu/clubs

Complete the following information:

1. Club Name
2. Day of Meeting
3. List club member and use back of this sheet if needed
4. What is the item/event/date/and to whom to be reimbursed
5. What is the dollar amount
6. Who is making the motion
7. Who seconded the motion
8. How many club members voted yes and no
9. Secretary and club advisor's signature is required. In the event there is no secretary signature, then club treasurer, (co) president and advisor's signature is required

DE ANZA COLLEGE STUDENT ACCOUNTS
CASH ADVANCE AGREEMENT

1. Advance will be used for the purpose stated on the requisition. It will not be used to pay an Independent Contractor.
2. All receipts will be turned in within fifteen working days of the check date or by June 30, whichever comes first. However, before another advance is issued, receipts must be submitted. **Original, detailed receipts are required.**
3. All money not spent shall be returned along with the receipts. The total of the receipts plus the money returned must equal the amount of the advance.
4. The Receipts To Follow Memo will be turned in with the receipts and unused money. The Program Administrator or Club Advisor must review and approve all receipts as backup.
5. I understand that I am personally responsible for the amount of the advance.
6. Failure to comply with the above will result in a freeze on all financial transactions of the account. If I am a student, a hold will be placed on my record until I comply. If I am a District employee, the matter will be referred to the Director of Budget & Personnel.

I have read and agree to the above requirements.

Print Name

Signature

Date

Date:

To: Student Accounts

Re: Receipts to Follow

The attached receipt(s) has/have been reviewed and approved as backup for:

Requisition: # _____

Payable to: _____

For (description): _____

Receipt(s) Total: \$ _____

Amount Returned: \$ _____

Advisor's Name

Advisor's Signature

Date

De Anza College Student Accounts
INDEPENDENT CONTRACTOR PRE-AUTHORIZATION
(To be attached to the Independent Contractor Agreement)

Contractor Name: _____ Contractor Fee: _____
Type of Service: _____ Date of Service: _____
Student Acct. Name: _____ Account Number: _____

Authorization Signatures: (In signing, approval of expenditure is authorized)

	Signature	Date
Advisor/Budgeter:	_____	_____
Club Authorized Officer:	_____	_____
Administrator for the Program:	_____	_____
DASB Chair of Finance:	_____	_____
ICC Chair:	_____	_____
College Life Activities Specialist:	_____	_____
Director of College Life:	_____	_____

Note: Failure to receive pre-authorization could result in expenditure being denied.

For accounts housed in Student Accounts, please follow the procedure below:

1. The budgeter/account holder establishes the terms of the contact and has the contractor sign the Independent Contractor Agreement Form and the W-9 form. There should be no other signature on the IC Agreement except for the contractor. **At this point, there is still no contract and work must not start.** (If it is a club Fund 44 account, club approval is required. Please attach club minutes or a Financial Action form.)
2. The budgeter/account holder completes the Independent Contractor Pre Authorization form and signs it along with the Administrator for the Program.
3. The I.C Agreement form, W-9 form, and the IC Pre-Authorization form is given to Student Accounts. Student Accounts will obtain the required signatures on the IC pre-Authorization form and will forward the IC Agreement to the Director of Budget and Personnel for review and approval.
4. If the Director of Budget and Personnel approves the terms of the contract, the Director or the College VP of Finance will sign the Independent Contractor Agreement and return it to Student Accounts.
5. The approved Independent Contractor Agreement form, W-9 form, and the IC Pre-Authorization form will be returned to the budgeter/account holder giving approval for the work or service to proceed. You will HOLD the IC Agreement, W-9 and IC Pre-Authorization form until the contractor completes the service.
6. Upon finishing the work, the contractor gives the budgeter an invoice (or they complete the invoice page provided in the Independent Contractor packet.)
7. The budgeter/account holder and their administrator sign on the Invoice for payment.
8. The following are submitted to Student Accounts: The Independent Contractor Agreement, the IC Pre-Authorization form, the Invoice, and the W-9 form.
9. Student Accounts will get the Director of Budget and Personnel's signature on the invoice and will forward to District Accounting for further processing.