

DE ANZA COLLEGE STUDENT ACCOUNTS CLUB INFORMATION

Location: Lower level - Campus Center, inside the Office of College Life

Service Window Hours:

Monday – Thursday 10:00 a.m. - 4:00 p.m. Closed 11:30am – 12:30pm for lunch
(Days/Hours may vary during School Breaks/Summer and office may be closed)
Email us for in person appointment if needed

Office Staff:	Lisa Kirk	Accountant	(408) 864-8528	kirklisa@fhda.edu
	Jennifer Nguyen	Acctg. Assistant	(408) 864-8442	nguyenjennifer@fhda.edu
	Routes to both office staff			dastudentaccounts@fhda.edu

Website: <http://www.deanza.edu/studentaccounts/>
Club Acct. Reports <https://www.deanza.edu/studentaccounts/reports/fund44-clubs.html>

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, itemized, 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. Also, meal limits apply \$10 for breakfast, \$15 for lunch and \$30 dinner including tax and tip.

Limited Engagement Agreements (LEAs) for Contractors providing 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 a Contractor with personal funds; you will not be reimbursed! 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 Contractors providing services. 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, please be sure to sign the way you signed your name on the financial roster. A Financial Action form or Club Minutes must be attached to show that the club voted on and approved the expenditures.

HOW TO FILL OUT A STUDENT ACCOUNTS REQUISITION

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.***) Be sure it is an allowable expense and does not exceed max amounts allowed (ie.- meals).
2. Cash advance for an event or purchase. (Not for payment of services to Limited Engagement Agreement (LEA) 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 LEA 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 LEA paperwork is approved. Do not pay for services provided by personal funds because a reimbursement will not be possible; our District requires LEA 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/DASG-Purchase-Requisition.pdf>)

Steps (The attached copy is for reference only. Forms available at Student Accounts or online at <https://www.deanza.edu/studentaccounts/forms-docs.html>)

1. Fill out the "Pay To" area with full legal 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. Check club account balance @ <https://www.deanza.edu/studentaccounts/reports/fund44-clubs.html>. 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, College Fiscal Services.
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:

DASG Accounts: Budgeter
 Administrator Responsible for the Program
 DASG Chair of Finance
 DASG Advisor (Director of College Life)
 and Director, College Fiscal Services

Club Accounts: Club Authorized Officer
 (Fund 44 or 41) Club Advisor
 ICC Advisor (Student Activities Coordinator)
 ICC Chair of Finance or any of the ICC Chairs
 Administrator Responsible for the Program
 and Director, College Fiscal Services

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 either in person at our service window or electronically to dastudentaccounts@fhda.edu. Be sure the Budgeter/s and Administrator Responsible for the Program have signed the form. For clubs- club authorized officer and club advisor.
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. It is the club's responsibility to read and follow the ICC Financial Code in its entirety. All college and District Policies and Procedures also apply to club accounts.

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
	1260	CE Salaries Noninstruction
	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
	5624	Phone/Mobile Device
	5745	Advertising
	5901	Depreciation Expense
	5906	Credit Card Fees
	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

(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 there is 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 Office of College Life, Student Accounts Office, and web site www.deanza.edu/clubs

Complete the following information:

1. Club Name
2. Day of Meeting
3. List club members and use the 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 the (Co) President, Vice President, or Treasurer 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 Student Accounts Requisition. It will not be used to pay for services rendered on an Independent Contractor Agreement (ICA) or Limited Engagement Agreement (LEA).
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, College Fiscal Services.

I have read and agree to the above requirements.

Check Recipient Name (Print) 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

Limited Engagement/Independent Contractor Agreement Pre-Authorization For DASG and De Anza Club Accounts

(To be submitted for approval prior to the Contractor Agreement-LEA or ICA)

Contractor Name: _____ Contractor Fee: _____
Description 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:	_____	_____
DASG Chair of Finance:	_____	_____
ICC Chair:	_____	_____
College Life Activities Coordinator:	_____	_____
Director of College Life:	_____	_____
Director, College Fiscal Services:	_____	_____

Please see the district websites at the links below for requirements, instructions, and more for Independent Contractor Agreement (ICA), Limited Engagement Agreement (LEA), and Agreement for Services:

<https://purchasing.fhda.edu/forms/>

<https://business.fhda.edu/accounting/accounts-payable/independent-contractors.html>

<https://business.fhda.edu/finance-forms/index.html#ap-forms>

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