

**DASG FINANCE COMMITTEE  
SPECIAL ALLOCATIONS PROCESS  
2021-2022 FISCAL YEAR  
(July 1, 2021 to June 30, 2022)**

- 1. New or Additional Funding Consideration During the Fiscal Year Through the DASG Special Allocations Process & Available \$**
  - Fund 41 Special Allocations \$20,000 (account 41-58000)
  - Fund 46 Special Allocations \$ 2,955 (account 46-51400)
  - Note: The DASG Finance Code and the DASG Budget Stipulations are to be followed when making Special Allocations funding decisions
  
- 2. Procedure for Requesting, Receiving, & Using DASG Funding**
  - 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](mailto:dastudentaccounts@fhda.edu))
  - b. Request is placed on the DASG Finance Committee Agenda
  - c. Consideration/ approval by the DASG Finance Committee
  - d. Consideration/ approval by the DASG Senate
  - 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 (Student Accounts Requisition, Limited Engagement/Independent Contractor Paperwork, Student Employee Hiring Card, District Purchase Requisition, etc.)