

Signatures that are required for utilizing funds

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. 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. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budgeter’s Name: (print) Hyon Chu Yi-Baker

Phone Extension: 8239

E-mail: YiBakerHyonChu@fhda.edu

Relationship to Project: DASB Advisor

Position on Campus: Director of College Life

Administrator’s Name: (print) Michele LeBleu-Burns

Phone Extension: 8218

E-mail: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)