

# Task Details Report

Planning Year: 2017-2018

**Planning Unit:** Administrative Services  
**Unit Manager:** Concha Thia, Mary Chries

**Objective:** 761 - Cashiers' Front Counter

## Objective Description:

The Cashiers' office facilitates the college's day-to-day student financial transactions and is responsible for student account management. Some of our services to support students and college operations includes: Processing student payments, third-party billing for student enrollment fees, parking (parking permits, parking meter revenue), check disbursements, cash handling and deposits for college events, mandated cost claims, and ASCC bookkeeping. We request replacement office chairs for our front counter and a replacement shredder. The existing chairs are at more than 10 years old and not functioning properly. The shredder is also more than 10 years old and not working properly. We have tried to fix the shredder and it is now beyond repair.

<b>Start Date:</b> 2/28/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 2
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$1,000

Replacement chairs for cashiers' front counter

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Administrative Services	Front counter chairs	\$1000.00	\$1000.00

## Assignment Details:

Name:	Email:
No Data to Display	

# Task Details Report

**Start Date:**  
2/28/2018

**Task Type:**  
Resource Request

**Priority Level:**  
High

**Task Order:**  
1

**Due Date:**

**Completion Date:**

**Task Status:**  
New

**Budget:**  
\$300

Replacement shredder for cashiers' office

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Administrative Services	Replacement shredder	\$300.00	\$0.00

## Assignment Details:

Name:	Email:
No Data to Display	