



COGS FINANCIAL MANUAL

FISCAL YEAR 2016 - 2017



Welcome to COGS Funding

Welcome to the world of student government spending within the Congress of Graduate Students (COGS). This information pertains to you if you are a graduate student or affiliated with a graduate RSO and plan to request/spend funds for your organization or individual professional development.

This manual will help you spend your funds according to university and SGA rules and regulations. Please give us a call, send us an email, or come by and visit if you have any questions or concerns, following the review of this manual. The SGA/COGS Accounting Office is located in room A209 of the Oglesby Union.

With Warm Regards,

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TABLE OF CONTENTS

Introduction

COGS Financial Manual.....	4
Student Government Association and the Congress of Graduate Students	4
About the COGS Officers	5
Responsibilities.....	6
About A&S Fees	6
Funding Overview of the Funding Boards/Councils.....	6

Boards

COGS Assembly	7
COGS Supplemental Allocations Council....	7
Law School Council	7
Medical School Council	8
Annual Budget.....	8
COGS Presentation and Attendance Grants.....	8

Understanding the Purchasing Process

Submitting Purchase Requests Through NOLE Central.....	9
Different Types of Purchase Orders.....	10
A&S Budgets and Budgetary Categories	11
Self-Generated Funds.....	11
FSU Procurement Services Vendor Relations.....	12
Overview of the Purchasing Process	12
Purchase Request Timeline.....	13
Ordering from Potential Vendors	13
Ordering from Existing Vendors.....	13
Advertising Your Events with Student Publications.....	15
Designing and Hosting Organizational Websites.....	15
Event Co-Sponsorship	16
Event Planning, Permits, or Questions.....	16
Hosting Games of Chance	16
Renting Inflatables	16
Public Performance Rights for Copyrighted Video Recordings	16
Prohibited Purchases	17
Spending Rules and Regulations.....	17
Last Chance to Spend Funds.....	17

Travel

General Travel Information.....	18
How to Navigate the Travel Process.....	18
Group Travel Request Form.....	19
Submitting a Travel Request Form	19
Registration for a Conference.....	20
Receiving Travel Reimbursement	20
Renting a Car through Enterprise or National....	21
Your Travel Guide.....	22

Conclusion..... 23



INTRODUCTION

COGS Financial Manual

This manual is written to help the financial representatives of student government-funded entities. The policies and procedures outlined in this manual are a compilation of the rules and laws that govern the operation of SGA finance. Florida law, the Florida State University Handbook on Business Procedures, the Constitution and Statutes of the Florida State University Student Body, and the COGS Code provide the authority and contain the laws that support these policies and procedures. These rules must be strictly adhered to and will be vigorously enforced.

Title VIII, chapter 800 of the Student Body Statutes contains the finance code. It is available at <http://sga.fsu.edu>. The finance code defines the standards of financial accountability and fiscal management which the Student Government Association (SGA) has established as objective of self-governance. The finance code governs the budgeting and expenditures of student government activity and service (A&S) fee funding. The Director of Student Affairs is responsible for ensuring that the finance code is fully implemented.

The funds allocated from A&S fees (COGS Funds) for use by your organization still belong to the student body, and must be spent for the benefit of the student body. The funds do not belong to your organization.

The procedures and restrictions detailed below, and enforced by the student government officers, and university staff, reflect the rules in the Florida Statutes, University Policy, and Student Body Constitution, Statutes, and the COGS Code. The purpose of these procedures, restrictions, and rules is to ensure that the funds are used appropriately.

Student Government Association and the Congress of Graduate Students



The Student Government Association (SGA) is the university-wide governing body representing students in all divisions of the university. The SGA includes the executive, legislative, and judicial branches.

The Congress of Graduate Students (COGS) is a representative body and vocal advocate for all post-baccalaureate special, masters, specialist, professional, and doctoral students. The 45 seats in COGS come from all the academic divisions at FSU and work diligently to ensure that all voices are heard and their interests are fairly represented. Should you wish to be a representative, elections are held in the fall and petitions for a vacant seat are taken any time. The petition for a vacant seat can be found at the COGS website.

COGS receives its budget from SGA and the source of these funds is a portion of the A&S fees paid by the graduate students. COGS allocates and administers these funds on behalf of graduate students. These funds go to nearly one hundred graduate student organizations across campus as well as grant programs to individuals for academic and professional conferences. COGS has full authority in the allocation, oversight and regulation of these funds.



About the COGS Officers

The COGS Speaker and Deputy Speaker for Finance are the executive officers responsible for providing information to all student organizations and funding boards. Expenditures drawn by graduate student organizations from A&S monies must be reviewed and approved by the COGS Speaker or Deputy Speaker for Finance.

The COGS Speaker or Deputy Speaker for Finance may reject requests for expenditures that he/she deems fiscally irresponsible. Any expenditure rejected by the COGS Speaker or Deputy Speaker for Finance may be appealed to the Congress. The COGS Deputy Speaker for Finance may, upon finding an organization or funding board in violation of the finance code, freeze an account for a period not to exceed ten school days.

Reasons for rejections include, but are not limited to:

- Purchase or travel requests turned in **after** the 15 business day deadline
- Excessive or irresponsible requests for office supplies
- Failure to properly promote an event
- Excessive or irresponsible requests for food items
- Excessive or irresponsible requests for decorations
- Requests for unnecessary expenditures made shortly prior of sweepings
- Any unclassifiable expenditure that is deemed irresponsible or excessive

Recent vetoes by COGS Officers:

- Plated dinners of an excessive cost/student ratio
- Events which are not easily accessible to the student body (off-campus)
- Shirts or advertisements which did not include proper COGS/SGA recognition as required by statutes
- Clothing and awards which were too expensive in the unit price (with all production costs included) of more than \$13/shirt or \$35/plaque
- Items which can easily be construed as personal gifts with minimal benefit to the student body
- Expensive equipment to be kept off campus
- Items or travel which specifically violates budget proviso or statutes

These veto precedents essentially establish policy. The job of the Deputy Speaker for Finance is to interpret statutes and establish policies where legislation leaves gaps. All vetoes may be appealed to the COGS Speaker or to the Congress as a whole.



Responsibilities

- Your organization needs to complete the Student Organization Recognition process through the Student Activities Center.
- The link for 2016-2017 registration is available here:
<http://union.fsu.edu/sac/involvement/get-recognized/>
- Your organization also must be at least 50% graduate students, according to the roster available on <http://studentgroups.fsu.edu>
- Every student director/president and financial officer shall be required to complete the on-line financial certification and the Authorized Statement of Understanding Signature list located on the COGS website.
- Every A&S fee recipient is required to maintain an organized internal set of financial records.
- Every A&S fee recipient should keep a listing of all inventory and/or equipment with a value of \$1,000 or more. Inventory and/or equipment should always be maintained in its original state and not altered in any way.

Finally, your organization's president and financial officer must complete the financial certification packet. The financial certification packet includes the financial test for each authorized signatory, Authorized Statement of Understanding Signature List and Student Activities Organization roster. The packet should be emailed to sgaaccounting@fsu.edu. If, at any time during the fiscal year, the officers or authorized signatures change, these forms must be updated, and the new officers/authorized signatories must complete the on-line financial training. Links are available on the COGS website. We strongly encourage each organization to have an additional officer to be certified and listed as an authorized signatory.

About A&S Fees

Students pay \$12.86 in activity and service fees (A&S) for every hour in which they are enrolled. This money then goes into an account and as required by law is allocated by the Student Government Association. The total budget for this year is \$13,567,000. The yearly budget directly funds the Oglesby Union, Campus Recreation, SGA agencies, bureaus, affiliated projects, funding boards, College Leadership Councils and the Congress of Graduate Students. Funding boards sub-allocate to recognized student organizations (RSOs). Please remember these funds are allocated to your organization to help it fulfill its mission. These are student dollars and not your personal accounts. By law, these funds are to be spent to benefit the student body.

Funding Overview of the Funding Boards/Councils

The COGS Annual Budget is the original means by which COGS funds entities and organizations. However, the Congress leaves a large amount of funding unallocated, which enables the Congress to allocate it later.

Organizations may request funding throughout the year for their events and activities. If the organization is a Law School or Medical School organization, regardless of the total requested amount, it will go through the Law School Council, or Medical School Council, which are funding boards for their respective schools. If the organization is requesting less than \$1000 for the fiscal year, the request will go through the COGS Supplemental Allocations Committee (C-SAC). If the organization is requesting \$1000 or more for the fiscal year, it will be heard by the full COGS Assembly.

For all funding requests, please include substantiation of amounts (such as quotes), reasons for expenditures, explanation of the events, the benefit to the student body, and any other relevant information.



BOARDS

COGS Assembly

The **COGS Assembly** allocates funds throughout the year at its meetings. COGS meets the first and third Mondays of each month (due to holidays and the university schedule, some meetings are moved, please check the COGS website for the calendar). Meetings are held in the Senate Chambers (3rd floor of Oglesby Union, north side) at 6:30 PM. Requests should be submitted by 4 PM on the Thursday before the meeting.

At least one representative of the organization (such as the president or treasurer) must attend the COGS meeting to present the request and answer any questions that the Congress might have.

Submit your request through the COGS website at <http://sga.fsu.edu/cogs>. Please contact the Deputy Speaker for Finance if you have any questions.

COGS Supplemental Allocations Council

The **COGS Supplemental Allocations Council (C-SAC)** hears requests from organizations for which the aggregate amount requested in the fiscal year is less than \$1000. The C-SAC is made up of COGS Representatives, appointed by the Deputy Speaker for Finance, and confirmed by the Congress for 6 month terms. C-SAC will allocate funds out of its own budget. The allocation is only effective upon approval of the COGS Assembly at the next COGS meeting.

C-SAC exists to relieve the burden on the assembly, and to make requests easier for smaller organizations. Requests should be submitted as early as possible. C-SAC meetings will be scheduled by the committee in consultation with the requesting organizations. If C-SAC cannot schedule a meeting that your organization can attend, the request can be heard during a regular COGS meeting.

At least one representative of the organization (such as the president or treasurer) must attend the C-SAC meeting to present the request and answer any questions that the Committee might have.

All funding requests are submitted electronically through the COGS website at <http://sga.fsu.edu/cogs>. Please contact the Deputy Speaker for Finance if you have any questions.

Law School Council

The **Law School Council (LSC)** hears requests from law school organizations. The council will allocate funds from its budget. The LSC members are elected by students at the College of Law. Elections take place in February, and terms run from May 1st to April 30th.

LSC will set its own schedule of meetings through the year, and will publicize these meetings through the law school. The meetings will take place at the College of Law.

At least one representative of the organization (such as the president or treasurer) must attend the LSC meeting to present the request and answer any questions that the Council might have.

Submit your request through the COGS website at <http://sga.fsu.edu/cogs>. Please contact the LSC Chair if you have any questions. Law School Council Website:

http://www.law.fsu.edu/current_students/organizations/lawschoolcouncil/index.html



Medical School Council

The Medical School Council (MSC) hears requests from medical school organizations. The council will allocate funds from its budget. The MSC Executive Board is made up of officers elected by the students at the College of Medicine.

MSC will set its own schedule of meetings through the year, and will publicize these meetings. The meetings will take place at the College of Medicine.

At least one representative of the organization (such as the president or treasurer) must attend the MSC meeting to present the request and answer any questions that the MSC Executive Board might have. Submit your request through the COGS website at <http://sga.fsu.edu/cogs>.

Please contact the MSC President if you have any questions. Medical School Council Website: <http://med.fsu.edu/index.cfm?page=studentOrgMSC.home>

Annual Budget

The COGS Annual Budget is enacted by the Congress approximately six (6) months before each fiscal year starts; Usually a meeting in late November or early December. The COGS Annual Budget is proposed by the COGS Budget Committee. This committee is composed of representatives elected from within the Congress, and the Deputy Speaker for Finance. The committee solicits and hears requests for funding for the fiscal year from student organizations, departments, programs, the COGS funding boards (MSC and LSC), and the COGS administration. The process will usually start in mid-October. To request funding in the COGS Annual Budget, please follow the guidelines promulgated by the Deputy Speaker for Finance in October.

COGS Presentation and Attendance Grants

COGS offers **Presentation Support Grants** to graduate students who are presenting scholarly papers, research abstracts, creative endeavors and performances. The amount of the award is \$200 for non-international travel and \$500 for international travel. Students are limited to \$600 per fiscal year for any combination of two support grants. All applications must be submitted online at least 15 business days prior to the conference.

COGS also offers **Attendance Grants** for graduate students who are only attending conferences. The amount of the award is \$100 for both international and non-international travel. Students are limited to the constraints of the budget. Once the funds are spoken for COGS cannot issue any more grants regardless of an individual's eligibility status. All applications must be submitted online at the COGS website at least 15 business days prior to the conference.

Please visit <http://sga.fsu.edu/cogs> for a full list of guidelines for Presentation and Attendance grants.



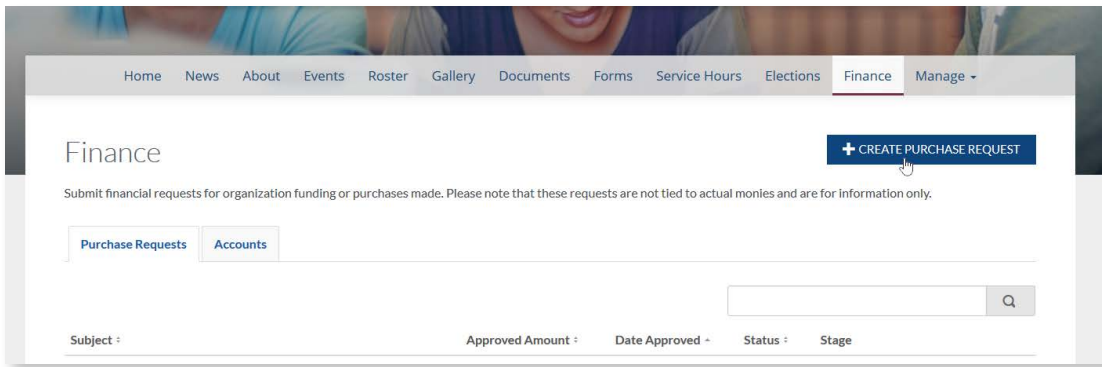
UNDERSTANDING THE PURCHASING PROCESS

This form includes all the different types of requests created to submit to Procurement Services for Purchase Orders. Your organization's SGA money is spent through the use of a "Purchase Order (PO)."

A purchase order is an offer in the form of a document submitted to a vendor by Procurement to request the vendor provide goods or services in accordance with the terms and conditions listed on the purchase order. If the vendor accepts the offer, it becomes a legal contract binding on both parties. The vendor may accept the offer in writing or by taking some action in response to the offer, such as shipment.

Submitting Purchase Requests Through NOLE Central

The Organization President or Treasurer will be able to log into NOLE Central (<http://studentgroups.fsu.edu>) and click on "Organizations". Select your organization's name from the "Directory" or browse through the Organizations Directory. This will give the general information regarding the purpose, mission, and opportunity to join the group.



The top will include the organization's name and different tabs. To create the request, select "Finance." This page will include the list of previous purchase requests, funding request, and account information. Across the top is "Create Purchase Request." Select this tab which includes access to the request for blanket, line item, contractual, Interdepartmental, and Travel Forms. Please scroll down to the type of request needed and follow the instructions as listed.

Once the organization has received funds from PAC/RTAC, they are required to go online to NOLE Central to spend the funds by clicking the tab "Create Purchase Request." The officer fills out the fields provided, which covers basic information of who you are buying from, what you are buying, and the amount being spent.

Key components that must be included when submitting a Purchase request include the **Purchase Request Second Authorized Signer Form** (<http://fla.st/29IJFOP>) or **Travel Request Second Authorized Signer Form** (<http://fla.st/29IJCSZ>), an event flyer, vendor quotes, and/or merchandise proofs. If a purchase exceeds \$1,000 (one thousand) the organization's advisor must also sign the Second Authorized Signer Form.



Different Types of Purchase Orders



Blanket Purchase Order - this is used for multiple items of the same type. Only certain blanket purchase orders are being authorized at this time: food (other than catered services), arts and crafts, building materials, and party decorations. Submit a purchase request form and select "blanket." Once the blanket purchase order is issued from FSU Procurement, we will email the blanket purchase order to you.

If the organization goes over the blanket amount requested or purchases items of a different type (greeting cards, table cloths, and garbage bags purchased on a blanket for food) they will be required to cover the excess cost and/or cost of items not authorized. There will be no increase in the purchase amount after the blanket has been used. Increases must be approved prior to the purchase. **Paperwork should be complete and submitted fifteen (15) business days prior to desired purchase date.**



Line Item Purchase Order - this is used when you can itemize a list of EXACTLY what you will be purchasing. Example: office equipment such as a printer. ALWAYS used for: office supplies, clothing and awards, T-shirts, plaques, trophies, catering services, facility rentals, equipment rentals, all printing orders, etc.

Submit a purchase request form and select "line item." FSU purchasing will send the purchase order directly to the vendor but we can always email you a copy if necessary. Typically, items being purchased from a local vendor need to be picked-up (i.e. Awards 4U). Items from vendors outside the local area will be delivered unless you state otherwise on the request form. **Paperwork should be complete and submitted fifteen (15) business days prior to desired purchase date.**



Contractual Service - A contractual service occurs when you hire an individual or company to provide you with a service instead of a commodity. Examples are speakers, entertainers, DJ's, and security. **STUDENT ORGANIZATION OFFICERS ARE NOT AUTHORIZED TO SIGN ANY CONTRACTS** (students are not legal signatories for Florida State University). Therefore a copy of the contract must be uploaded for review by the SGA Director and FSU Legal Services.



Interdepartmental Requisition (IDR) - this is used for ON-CAMPUS vendors such as Crenshaw Lanes, Campus Recreation, Parking Service, etc. Submit a Purchase Request Form and select "Interdepartmental." Once the IDR is approved, it is emailed to you so you can hand deliver or e-mail it to the on-campus vendor. Your funds will be deducted electronically. Most campus vendors will send the invoice directly to the SGA Accounting Office.

In order to facilitate the most efficient and effective use of University resources, the minimum PO amount is \$100.00 (excluding SpearMart orders). Departments must use SpearMart (preferred), their P-Card, or consolidate multiple orders for orders less than this amount as applicable.



A&S Budgets and Budgetary Categories



Contractual Services: An expenditure category to pay a person or company for a service rendered instead of a commodity. Examples would be: speaker, entertainer, band, DJ, or security. All contractual expenditures in excess of \$3,000 require the additional approval of student senate via resolution (803.6c) or the COGS Assembly. If the person/company is not in the FSU system as a vendor, the person/company must be added. This may take up to 30 days. **There are new university procedures related to adding new vendors to the FSU vendor files.**



Food: A purchase of edible items or supplies in relations to food (e.g. cups, napkins, plates). No plated dinners are allowed. If your organization is having food at an event, you **MUST** complete the Event Permit at the Student Activity Center's Event Planning website.



Expense: An expenditure category divided into two expenditure sub-categories (note that funds allocated in either sub-category can be moved to the other without seeking the approval):

General Expense: An expenditure sub-category that covers the costs of expendable items such as facility rentals, printing, office supplies, maintenance, inflatable/carnival equipment rentals.

Travel Expense: Any expenditure sub-category for travel and registrations.



Clothing/Awards: An expenditure category to pay for clothing, trophies, plaques and certificates. Note that the funds must still be expended for the benefit of the student body.

Self-Generated Funds

Self-generated funds are held by the University but are non-A&S funds. Non-A&S funds are funds that your organization has generated from dues, fundraisers not utilizing A&S funds, and donations. Spending these funds use the same process of requests (travel or purchasing), followed by the receipts. Unused self-generated funds are carried over from each fiscal year to the next. Non-A&S funds can be deposited in your organization's account. **If you decide to deposit self-generated funds in the organization's SGA account, a refund of monies is not allowed.**

Important Documents

There are several important documents that should be completed throughout the purchase and travel request process. Please note the explanation of each form and how it is utilized.

<p>Second Authorized Signer – Purchase Request <i>http://fla.st/29IJFOP</i></p>	<p>A second authorized signer is a financially certified executive board member (usually the president) that is not completing the purchase request form.</p>
<p>Second Authorized Signer – Travel Request <i>http://fla.st/29IJSZ</i></p>	<p>For travel requests, a second authorized signer form must be completed for each person in the organization receiving a reimbursement.</p>
<p>Travel Roster <i>http://fla.st/29ITXym</i></p>	<p>A travel roster is required for organizations traveling with SGA funds and must include the names and contact information as well as emergency contact information for each person traveling. The organization's advisor is required to sign EACH page of the Travel Roster.</p>

The organization advisor is required to sign off for any purchases or travel requests that exceed \$1000.



FSU Procurement Services Vendor Relations

Speakers, Artist and Entertainers not already in the FSU vendor file - If you are contracting service from an individual or company, they can go online to Procurement Services and complete a **FSU Substitute IRS W-9 Form**, formerly a Vendor Authentication form, to fill out and return. Vendor Relations can be reached at (850) 644-8921 or VendorRelations@fsu.edu.

Note: If paying for a service to a **non-U.S. citizen/non-resident alien working in the U.S.**, the university will need additional information in order to verify the status of the individual. **Please contact SGA accounting for details about this process.**

Paperwork, if hiring an individual or company already setup in the FSU vendor relations file, must be submitted in NOLE Central **at least twenty (20) business days prior to the event date.**

If you have any questions about the vendor process, ask or come see us. We can look up vendors to give you their status.

A flyer advertising the event must be uploaded for ALL contractual service request forms. **A contractual service in excess of \$3,000 must have senate approval via resolution prior to submitting the contract information form in NOLE Central.**

Overview of Purchasing Process (Once You Have Received Funding)

1	<ul style="list-style-type: none">a. Once your organization has secured funding, submit a purchase request form in Nole Central within the timeline required for they type of purchaseb. Must be complete - organization name, vendor info, signatures, event info, and flyer with logos, date, time, and location.
2	<ul style="list-style-type: none">a. SGA Accounting Office verifies purchasing prerequisites - forms completed correctly, financially certified leaders, budget in place, money in correct category, no outstanding receipts
3	<ul style="list-style-type: none">a. Approvals begin – SGA Treasurer/COGS Deputy Speaker for Finance, Business Manager and University Director of Student Affairs.
4	<ul style="list-style-type: none">a. Procurement processes the requisition - creates a purchase orderb. Dispatches the purchase order to the vendorc. Notifies the SGA Accounting Office that it is available
5	<ul style="list-style-type: none">a. SGA Accounting Office emails the purchase orders to the organization requestor or financial officerb. Updates NOLE Central and Expenditure Tracking with purchase order information
6	<ul style="list-style-type: none">a. Organization prints the purchase order and selects items needed and gives vendor the PO.b. Organization completes the Post Event Evaluation and uploads all receipts within ten (10) days. Faster is better!
7	<ul style="list-style-type: none">a. SGA Accounting Office receives the invoice and sends receipts to Accounts Payablesb. Uploads the receipt to the Organization’s NOLE Central account
8	<ul style="list-style-type: none">a. The faster we pay these vendors, the more likely they will continue to take purchase orders!



Purchase Request Timeline

	Established Vendor	Potential Vendor
Line Item Purchase	15 business days prior to purchase/event date	20 business days prior to purchase/event date
Blanket Request	15 business days prior to purchase/event date	-
Contractual Service	15 business days prior to purchase/event date	30 business days prior to purchase/event date
Interdepartmental Requisition (IDR)	15 business days prior to purchase/event date	-
Non-U.S. Citizen / Non-resident Alien	-	30 business days prior to purchase/event date

Please do not request the SGA Accounting Office to expedite your paperwork. Poor planning on your part does not constitute an emergency on ours.

After obtaining the goods/services, your organization must submit the receipt or invoice from the vendor to the **Post Event Evaluation** within ten (10) days of the purchase. This is to ensure the vendor receives payment in a timely fashion.

Ordering from Potential Vendors

An organization may purchase from any vendor as long as the items being purchased are not under FSU contract and the vendor completes and certifies relevant federal reporting requirements to include that there are no conflicts of interest and no employee-employer relationships between the vendor and the University or FSU department.

You may contact the SGA Accounting Office to inquire if a vendor is already in our system. Common vendors that **DO NOT** accept purchase orders: **Best Buy, JoAnn's, Home Depot, Target, Walmart, Party City, Sam's Club, and Michael's Arts & Crafts.**

Ordering from Existing Vendors



Grocery Store Vendors and Food Service Establishments - At the present time the only four grocery stores we will issue purchase orders for are Winn Dixie on West Tharpe Street, Publix at Ocala Corners, New Leaf Market, and Costco. Choose a blanket as the type of purchase when purchasing grocery items such as food, drink and paper products (napkins, plastic utensils).

Winn Dixie

Publix



COSTCO WHOLESALE

Potentially hazardous foods such as **foods that can spoil** or **need preparation** (meats, milk, mayo, packaged luncheon meats, frozen entrées, etc.) require preparation in a kitchen **approved by the local health authority**. If your organization plans to prepare such foods, you must **reserve the kitchen at The Center for Global Engagement**.





Office Supply Vendor - Office Depot is the only authorized vendor for office supplies. They have the state contract and, therefore, if a student organization wishes to request a purchase order for office supplies, it must be for Office Depot. By purchasing under Office Depot, you will receive a discounted contract rate. The login page can be reached at business.officedepot.com. Office machines such as printers, calculators, and copiers are not considered office supplies.



Office supplies must be submitted as a line item request. The following user ID and password will allow you to browse Office Depot's website and select the items you wish to purchase:

URL: business.officedepot.com
Login name: FSU [space] NOLES
Password: GONOLES

Print a copy of your selection and upload it with your purchase request. SGA Accounting Office will then place your order, and your items will be delivered to the SGA Accounting Office, Room A209, Oglesby Union (except for Student Publications, College of Music, Senate, Executive, and V-89). Once the items are received, the Accounting Office will notify your organization to retrieve them.



T-Shirts and Promotional Items Vendors - All promotional items (such as pens, cups, etc.) must contain the SGA logo, which can be found on the SGA website, <http://sga.fsu.edu/logos.shtml>. T-shirts must include the SGA logo or the phrase **"Paid for by SGA"** or **"Funded in part by SGA."** For graduate organizations, t-shirts must include the COGS logo, **"Paid for by COGS"** or **"Funded in part by COGS."** If you choose to include the SGA logo the shirts must be purchased from a licensed vendor. If you choose one of the phrases, the shirts can be purchased from any vendor as long as the vendor accepts purchase orders.

Screen Printers		Awards/Promotional	
Full Press	222-1003	Artistic Glass	663-8185
Clothesline	877-9171	(Chattahoochee)	
Character Lines	459-9653	Awards4U	656-8445
T-Formation	574-0122	Gallery Graphics	942-7525
Garnet and Gold	878-5623		



Printing and Copying - The UPS store located in the Oglesby Union was awarded the contract to operate the campus copy center and post office and offers copying, mailing, and shipping services. Under the new agreement, the store will now also handle digital printing and stationery orders (including business cards) that previously would have been completed by Printing Services.

For printing services you need to complete a line item purchase request form and obtain a printing quote. The quote must contain a complete description. Description should include: quantity, size of stock, type and weight of stock, color of ink, color of stock, number of folds, number of pages, as well as the amount and type of composition. Note: Only orders to the UPS Store on campus are authorized. A justification and quote must be provided to request the use of an off-campus vendor.

All printed materials using COGS funds must have the COGS logo, which can be found at <http://sga.fsu.edu/logos.shtml>, **"Paid for by COGS,"** or **"Funded in part by COGS;"** this includes flyers, posters, banners, websites, clothing, and awards.



Advertising Your Events with Student Publications



Your organization can use SGA Student Publications, in Union A302 for many printing activities. Free color printing of flyers, banners, newsletters and invitations is the service Recognized Student Organizations use most in Student Publications, an affiliated project of the SGA. Other services, however, are gaining in popularity. RSOs willing to engage in self-help and that provide their own supplies can use machines that bind and staple newsletters, manuals, and other publications; laminate signs and publication covers; perforate, crease, and fold such items as invitations and programs; and die-cut invitations and name tags.

Free color printing is available for most RSOs that provide the correct paper to Student Publications and meet a few conditions: events the groups are promoting must not promote fundraising, not promote events at private residences, and not require students to pay a fee to participate in or attend an event. Direct your questions about the services of Publications to Tony Nguyen at either (850) 645-0160 or tmnguyen@fsu.edu.

Organizations must provide the following paper in order to print:

Roll of Paper	Ream of Paper
HP1412A (or HEW1412A) 24"x100'	0393122 (Office Depot Item No.) 8.5"x11", 500 sheets Hammermill Premium Multipurpose Paper (24LB, 97 Brightness)

Both types of paper can be ordered online through Office Depot. RSOs are restricted to two rolls of paper or one ream of paper, or a combination of the two types of paper, per semester.

Designing and Hosting Organizational Websites



Recognized Student Organizations can request assistance in designing websites and hosting on the SGA Organizations server by making an appointment with the designer. In order for a site to be hosted on the SGA Organizations server the organization must be on the list of Recognized Student Organizations listed on this site <http://studentgroups.fsu.edu>

Once the organization has been approved the site must follow all of the FSU Voice and Visual System guidelines found within this site <http://visualsystem.fsu.edu> and the site must have the FSU, SGA, and Division of Student Affairs Seals on the front page of the site linking back to the website URLs of the appropriate seal.

Once all of the requirements are met, the site, and all site files, can be brought to the web master's office on CD and it will be uploaded to the server. Any updates to the site will need to meet the same requirements.

Ben Young can be reached at either (850) 644-0089 or byoung@fsu.edu for consultation.

FSU Building Services

FSU Building Services provides tables and chairs for a fee to venues on campus. They will charge your account for the setup of those tables and chairs. Therefore, RSOs are not authorized to use their FSU DEPT ID without prior approval from SGA accounting. To obtain approval, a purchase request must be completed and submitted in Nole Central 15 school days prior to the event date. Once approved, the SGA accounting staff will call and make the reservation for you.



Event Co-Sponsorship

If your organization wishes to transfer A&S funding to another organization or FSU department to co-sponsor an event, you must submit a completed transfer request form on-line through NOLE Central for approval. Do not make any written or verbal commitment without verifying approval.

The funds being transferred must remain in the same category. For example if you are transferring funds from your contract service category, they must be transferred to the sponsoring department's contract service category. If you are co-sponsoring a FSU department, a flyer will need to be attached indicating date, time, and location of the event and must include the SGA logo or statement, "Paid in Part by SGA." For graduate organizations you must include the COGS logo or the statement "Funded in part by COGS."

Event Planning, Permits, or Questions

One of your main resources for event planning, permits, or questions regarding events is the Student Activities Center (SAC) and its staff. The SAC can provide assistance with event planning at all stages in the process. From setting event goals and conceptualizing the program to evaluation, the SAC staff can work with you to make your program a success. Contact the SAC staff at (850) 644-6673 to make an appointment to do event planning, or contact Dorsey Spencer (dspencer2@fsu.edu), Associate Director of Student Activities.

The Student Activities Event Planning guide can be found at the following website under *Departments > Event Planning*: <http://union.fsu.edu/sac/>

All events funded by A&S Fees
should have an event permit
submitted!

Hosting Games of Chance

Organizations planning events which include any games of chance such as "Casino Night" must obtain approval from Student Activities and cannot use A&S Fees.

Renting Inflatables

Organizations planning events which include rental of inflatables need to review the Student Activities Event Planning guide. FSU requires the inflatable company to have at least \$100,000 of insurance coverage and the company must be approved by FSU Environmental Health & Safety.

Public Performance Rights for Copyrighted Video Recordings

If your organization is publicly showing a movie, DVD, film, show, or any other copyrighted video recording, you must obtain a purchase order for **PUBLIC PERFORMANCE RIGHTS** fifteen (15) business days prior to showing the copyrighted material. Contact Amie Runk at either (850) 644-4504 or arunk@fsu.edu



Prohibited Purchases

- Payments not approved by SGA
- Any items prohibited by law and/or SGA regulation or policy
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than trophies, plaques, and certificates
- Items or services for an event at a private residence (can be waived by the student senate via resolution)
- Gift Cards
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for the official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive. All promotional items must be given out on a first come, first served basis
- Decorative items for offices
- Food may not be purchased for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Gratuities/service charge over 15%
- Facility rental for retreats or other events that is not within proximity to the university
- Items that have environmental safety issues such as raw meats and any other food items that require preparation (unless event is at the GLOBE), candles, lighters, petroleum products, etc.
- Payment of services rendered to a member of your organization
- Payment of services to a FSU employee
- Contributions/donations to community programs
- Raffle tickets and prizes

Spending Rules and Regulations

Detailed information regarding the general guidelines & restrictions on expenditures can be found in the Finance Code, Student Body Statutes, Chapter 802.

802.4 Accessibility of Meetings & Events (Cannot charge FSU students, events cannot be in a private home, must be advertised)

802.5 Limitation on Outside (non-FSU) Benefits (Cannot use for political activities, nor for community benefit nor donations)

802.6 Acknowledgment of SGA Funding (Must use SGA logo or statement on all <http://sga.fsu.edu/logos.shtml>)

- Online and printed materials
- Audio and video advertising

- Printed materials
- All printed materials and broadcasts expressing a political message

802.7 Personal Gifts (Not allowed)

802.8 Alcohol (Not allowed)

802.9 Stolen property (Must be reported)

802.11 Receipts

811 The Service Funding Act of 2009 (This chapter details the requirements to be under the Student Government Service Council in order to receive funding.)

Last Chance to Spend Funds

The last day to spend funds for the 2016 fiscal year is **May 31, 2017**. This information is distributed by the Leaders ListServ, and posted on the SGA website the first week in May.

All organizations must check the Leaders ListServ or SGA Accounting website periodically for updates.



TRAVEL

General Travel Information

Travel must be authorized in advance. The Student Body Treasurer/COGS Speaker must approve the detailed travel plans, and funds must be available in your organization's expense category. If two or more students from the same organization are traveling to the same conference/competition, only those responsible for the out-of-pocket expenses are required to complete a travel request form.

However, a group travel roster showing the names and signatures of all students going on the trip must be attached to the travel request. SGA does not allow for any type of pre-paid expenses for students traveling other than registration and automobile rental. **Therefore, all other expenses must be paid out of pocket.** The traveler will be reimbursed for approved expenses after returning from the trip and submitting the travel receipts within 30 days.

How to Navigate the Travel Process

1. Compile a list of all travelers including full name, mailing address, email address, and phone number.
2. Visit the SGA Accounting office with above information to set up Traveler Profiles. (This step can only be completed by an SGA Accounting representative)
3. Each traveler must complete and sign the Group Travel Roster form.
4. **Undergraduate:** The recognized student organization should secure funding from an SGA funding entity, Resource Travel Allocation Committee (RTAC) or Student Senate (summer only). RTAC requests and Senate bills for travel (summer only) must be submitted at least thirty (30) business days prior to your organization's travel. See pages 6 and 7 for more details.
5. **Graduate:** The graduate recognized student organization should secure funding from COGS by submitting a COGS Organizational Request Form no later than 4pm the Thursday before the next COGS meeting.
6. **Undergraduate:** The chair of the RTAC committee will contact your organization's representative to complete the request process.
7. **Graduate:** The COGS Speaker will contact your organization's representative to complete the request process.
8. Once funding is secured, visit the SGA Accounting office in the Oglesby Union, room A209. Come prepared with your organization's:
9. List of travelers including full name, mailing address, email address, and phone number.
10. The completed and signed Group Travel Roster:
http://sga.fsu.edu/acct-forms/ROUP_TRAVEL_ROSTER.pdf
11. The SGA Accounting office will walk you through the online travel request process and make any necessary reservations for your travel.

NOTE: if your organization is renting a car, please indicate the driver(s) on the **Group Travel Roster**. Drivers must be at least 21 years of age.



Group Travel Roster Form

1. The Group Travel Roster should be submitted when there are two or more travelers
2. The Group Travel Roster requires names and written signatures of all travelers

Submitting a Travel Request Form

1. A financially certified officer from your organization (preferably the president or treasurer), must submit an online Travel Request Form at least thirty (30) business days prior to travel.
2. Navigate to your organizations Nole Central account, select the "Finance" tab, then select the "Create Purchase Request" button.
3. Complete "Request Details", "Payee Information", and "Additional Information" sections on the first half of the form.
 - a. NOTE: Please select "Travel" in the Account and Category drop down menus
 - b. NOTE: The Payee information is the traveler's name and address.
4. The organization's selected financially certified representative must submit a different "Travel Request Form" for each traveler that is being reimbursed.
5. Once the Travel Request Form has been submitted, go back to the Purchase Request form, scroll to the bottom, and press "submit."

International Travel

All students participating in a university-sponsored or affiliated international experience including study, research, internships, service, or conference attendance must meet the following requirements as per the FSU travel policy:

An international experience is considered university-sponsored or affiliated if:

- The experience is provided through a university center or department to which a program fee is paid, including but not limited to International Programs and Center for Global Engagement.
- The experience is organized on behalf of a registered FSU organization, including but not limited to student organizations, religious groups, sport clubs, varsity athletic teams, civic engagement organizations, academic or administration departments, or
- An FSU account contributes funds or money is held and disbursed through a university account for the trip, or
- The experience is facilitated by an FSU faculty or staff member, or
- The international experience will be considered for academic credit.

To find details about all international travel requirements visit
<http://global.fsu.edu/Travel-Policy/Student-Travel-Policy>

If several members within your organization are traveling, a **separate travel request form** must be submitted for **each traveler receiving reimbursement**.



Registering for a Conference

Advance Registration

- To qualify for advance registration, the RSO must submit a request on Nole Central at least forty-five (45) school days prior to the conference date.
- If the conference organization is not in the FSU vendor file, the FSU RSO representative should contact the conference organization to complete an “FSU Substitute IRS Form W9” located on the Procurement Services website <http://procurement.fsu.edu/Forms>. Contact the SGA Accounting office if your organization is unsure of the vendor status.
- Once the vendor has been approved, the RSO representative must meet with an SGA Accounting staff member to complete conference registration.

Reimbursement Registration

- If your organization is registering for a conference less than 45 days in advance, conference attendees must pay out of pocket, then be reimbursed by the SGA Accounting office.
- See the “Submitting a Travel Request Form” process for more details
- To receive reimbursement, receipts must be submitted within ten (10) business days using the Post Travel Qualtrics link:
https://fsu.qualtrics.com/jfe/form/SV_0dfYNp4x4oDNwPj.

Receiving Travel Reimbursement

If the travel receipts, which are late and outstanding after 10 days, are not received within 30 days after the traveler returns, the request will be cancelled without notice, and you will be illegible for reimbursement.

- Traveler's should submit receipts to the Post Travel Qualtrics link:
https://fsu.qualtrics.com/jfe/form/SV_0dfYNp4x4oDNwPj within **ten (10) business days** to receive their reimbursements.
- The previously estimated expenses may now be adjusted to reflect actual receipts. The costs can be less than estimated, but cannot exceed the amount approved.
- A program or agenda is required if the purpose of the travel was to attend a convention or conference.
- Conference registration fees paid out of pocket require a receipt in the traveler's name for reimbursement.
- Lodging – Hotel charges exceeding \$150 per night (excluding tax) require a justification. Travelers should stay 4 to a room. To avoid delays and additional documentation, receipts should be in the traveler's name (student receiving reimbursement), indicate a \$0 balance, and show payment method: cash, check, credit card (last four digits).
- Mileage reimbursement is when your **PERSONAL** automobile is driven and is reimbursed at \$0.445/mile for wear-and-tear. No receipts are required for mileage reimbursements.
- Rental cars (see the section on Enterprise or National cars) are charged to the SGA



travel card and the cost is withdrawn from your organizations allocated funds.

- Gasoline reimbursement only applies when you rent from Enterprise or National. Receipts are required for reimbursement.
- Airfare is paid by the traveler and requires a paid receipt for reimbursement. Receipts should contain the itinerary, the class of seat (coach), the ticket number, and the payment (last 4 digits of your credit card). **When you get an e-ticket, don't leave the site until you get billing information.**
- Incidentals – traveler's can be reimbursed for incidentals including
 - Fairs for taxis, shuttles, subways, buses
 - Taxis maximum reimbursable tip of 15%
 - Parking, tolls

Once an SGA Accounting representative has processed your travel reimbursement, a copy of your expense report form will be emailed to you for review and signature. You **MUST SIGN AND RETURN** the form before final payment will be made. Failure to return the form in a timely manner will result in your reimbursement being delayed or canceled.

Use of a Personal Vehicle by Multiple Travelers

If two, three, or four students who are members of the same organization travel on the same dates with the same itinerary to the same destination, only one of the students may be reimbursed for mileage. Reimbursement for mileage is based on one vehicle for each four students and for any fraction in excess of a multiple of four students. For example: (1) if 5 students travel, two vehicles will be allowed and two students may be reimbursed; (2) if 12 students travel, 3 vehicles will be allowed, and 3 students will be reimbursed. Exception to this policy will require a written justification. Driving must follow a usually traveled route. The travel department uses MapQuest mileage for out-of-state travel and the FDOT mileage for in-state mileage.

Renting a Car through Enterprise or National

If your organization needs to rent a vehicle, you must use the state contract with Enterprise Holding, Inc. This is paid directly from your account by using the Student Government travel card. **DO NOT MAKE YOUR OWN RESERVATIONS;** reservations must be made by the SGA Accounting Office travel representatives. The organization must submit a completed Enterprise or National Rental form online in NOLE Central.

Obtain an estimate by calling 1-877-690-0064 (Enterprise Reservations), reference the state contract number, "XZ55622" AND WHATEVER CLASS VEHICLE YOU QUALIFY FOR, either a compact car Complete a Purchase Request and Travel Request through your organization's Nole Central page and include the rental car estimate and any justifications. The SGA Accounting office will make the reservation and charge it to your organization's account. **NEVER call and change any portion of the contract – that will nullify the agreement.**

- **Only the student who is listed as the driver on the travel request will be allowed to pick up and drive the vehicle.** In case of emergency, the only allowable other driver would be a person 25 years or older with a valid driver's license.



- To ensure adequate rest time, drivers are not allowed to exceed 500 miles per day; therefore, any travel that exceeds 500 miles must include either lodging cost or a statement indicating a place of lodging.
- Enterprise or National can also provide vans under the State contract as long as you have a justification. For example if you have number of students that will be traveling together on the same trip, a van might be necessary.
- Rental rates and other Enterprise or National provisions can be found at <http://vpfa.fsu.edu/control/autocontract.html>
- The vehicle must be returned with a full tank of gas. Keep the receipts.
- **The rental of GPS systems is NOT allowed.**
- In-state rental rates apply to rentals that are picked up and returned within the State of Florida, regardless of where they were driven.

Forms to be submitted after the trip within 10 days:

All receipts of reimbursable items such as, airline receipts, lodging, gas, tolls, parking, registration fees, a conference agenda or program, etc. must be submitted through the Post Travel Evaluation Form for reimbursements.

Your Travel Guide

Student Affairs **REQUIRES** overnight lodging when driving an Enterprise or National vehicle over 500 miles.

Enterprise or National car rental (state contract)

- Never use GPS or plate/SunPass. Always use money to pay tolls. Get a receipt!
- Do NOT change the car rental agreement in any way (different car, discount, upgrades, GPS, etc.)
- You must use a compact car unless a different vehicle is approved by SGA Accounting Office.
- Only the authorized driver is allowed to drive the Enterprise or National vehicle. In an emergency situation, the only allowable other driver would be a person 25 years or older with a valid driver's license.

Driving your personal vehicle

- **Your vehicle must be covered under insurance.** The university provides no insurance when you drive your own car.
- Mileage is covered at \$0.445 per mile.
- Appropriate vehicle safety check should be done.

Reimbursable expenses (receipts required)

- Air travel to approved destination
- Lodging (below \$200 including taxes). Submit an itemized zero balance receipt.
- Mileage at \$0.445 per mile (if driving own car)
- Gas (if driving Enterprise or National vehicle)
- Parking, tolls, ground transportation (taxi, bus, subway, shuttle, etc.)
- Conference registration fee (include agenda, registration payment, and receipt)
- **Graduate Level Only:** Meals (only travel grants, not including meals covered by the conference fees)

Non-reimbursable expenses

- Meals included in the conference fees
- Airline charges for changes made for personal reasons
- Car rental charges over the compact car rate unless approved
- Operating expenses for personal vehicles
- Traffic/parking violations or fines
- Personal expenses (entertainment, transportation to and from nonbusiness activities (bars, golf courses, room service, etc.)
- Gratuities
- **ANY unauthorized expenditure**



Conclusion

Please be mindful of deadlines. The COGS officers and the SGA/COGS accountants and staff will be happy to help you. Refer often to this manual, and use the search feature in your PDF reader to find helpful information and tips.

The A&S fees your organization will spend come from the student body and are to be used to benefit the student body. Student government is here to help ensure that the benefit to the student body is achieved.

