SGA & COGS FINANCIAL MANUAL
FISCAL YEAR 2017 - 2018
# TABLE OF CONTENTS

## Introduction
- SGA Financial Manual .............................. 3
- Nole Central ........................................ 3
- The Activity & Service Fee ......................... 3
- Your A&S Recipient Responsibilities ............ 4
- Spending Rules & Regulations .................... 4
- Paying with A&S Funds ............................. 5
- Submitting Receipts ................................. 5
- Vendors .................................................. 6
- Grocery Store Vendors .............................. 7
- Food Service Vendors ............................... 7
- Office Supply Vendor ............................... 7
- T-Shirt & Promotional Item Vendors ............ 8
- Printing & Copying ................................... 8
- Purchase Request Approvals by SGA Leadership .... 9
- Prohibited Purchases ............................... 10
- Last Chance to Spend Funds ..................... 10

## Event Planning, Permits & Important Information
- Advertising Recognized Student Organizations ... 11
- Planning Sustainable Events ....................... 11
- Event Permit Process ................................ 12
- Facilities for Events .................................. 12
- Hosting Games of Chance .......................... 12
- Public Performance Rights of Copyrighted Video Records ... 12
- Renting Inflatables ................................... 12

## Acquiring Funds
- Overview of the Funding Board/Committees ....... 13
- A&S Budgetary Categories .......................... 13
- RSO Funding Resources from Student Senate ....... 14
- Programming Allocation Committee (PAC) ......... 14
- Resources for Travel Allocation ..................... 14
- Committee .............................................. 14
- Senate Projects ....................................... 15
- Organizational Fund .................................. 15
- Graduate Student Organizations Funding Resources ...... 15
- Congress of Graduate Students (COGS) .......... 15
- Medical School Council (MSC) .................... 15
- Law School Council (LSC) .......................... 15
- SGA & COGS Budgeted RSOs ...................... 16
- Self-Generated Funds ............................... 16

## Purchases
- Submitting Requests for Events
- Activities and Promotional Items
  - Overview of the Purchasing Process ........ 17
  - Purchase Request Timeline ................ 18
  - Submitting Purchase Requests Through Nole Central .................................. 18
  - Different Types of Purchase Orders ........ 19

## Travel
- Submitting Requests for Organizational Travel and Trips
  - Paying for Travel with A&S Funds ........ 20
  - Enterprise/National Rental Request ...... 20
  - Conference/Meeting Registration Request .... 20
  - Travel Reimbursement Request ........... 20
  - Expense Report .................................. 21
  - Group Travel Roster ............................. 21
  - Prohibited Travel Expenses for Students Paying for Travel with SGA/COGS Funds ....... 21
  - Overview of the Travel Process ............ 22
  - Submitting a Travel Request in Nole Central .................................. 23
  - Airfare .............................................. 24
  - Conference Registration ..................... 24
  - Driving ............................................. 25
  - Lodging ............................................. 26
  - International Travel ............................ 26
  - Receiving a Travel Reimbursement .......... 26

## Conclusion
- Financial Certification .............................. 27
- Questions & Support ................................ 27
SGA Financial Manual

Welcome to the SGA Financial Manual! This booklet outlines all the policies, procedures, guidelines, and information that you need to request, spend, and utilize activity & service (A&S) fee funds from the Student Government Association (SGA). It is a compilation of Florida state law, University policies, Student Government Constitution and Statutes, and the Congress of Graduate Students (COGS) Code!

SGA and COGS student leaders and staff are here to assist you through the many processes necessary in the world of Student Government spending! We encourage you to review all the components of this booklet, and to refer to it when figuring out if A&S fee resources could be a benefit to you, requesting funds, or submitting a purchase or travel request.

Nole Central

Nole Central https://studentgroups.fsu.edu is how your organization is able to access and utilize funds. All RSOs exist in Nole Central and have administrative abilities.

It is important to make sure your Nole Central roster is up-to-date, and that the Recognized Student Organization (RSO) Officers and Advisor information is current and correct. Only students listed as RSO Officers in Nole Central have access to your RSO’s financial information. To be listed as an officer in Nole Central, the organization’s president or advisor should add them through the “Roster” tab. Organization members and their positions can be updated through the “Manage Roster” section of Nole Central.

The Finance section of Nole Central is your organization’s on-campus account. Under “accounts” you will find the funds available to your organization. Purchase Requests are entered through Nole Central to gain the necessary approvals and then you are emailed a purchase order to make your payment, or the necessary documents to sign for your travel reimbursement. All of your accounting takes place in Nole Central, and only pre-approved purchases that are entered in Nole Central can be paid by SGA/COGS!

The Activity & Service Fee

Florida State University students pay a $12.86 activity & service (A&S) fee for every credit hour in which they are enrolled. As required by Florida Statute, the Student Government Association allocates those funds to various entities and student organizations, including Campus Recreation, Oglesby Union, the branches and student organizations of Student Government, Congress of Graduate Students, and a variety of funding boards. To learn more about the 2017-2018 allocated budget, visit http://sga.fsu.edu/Bill_Proviso/BILL-2017-Proviso-and-Budget.pdf.

To ensure that all spending of activity & service fee resources are to the benefit of the entire student body, the state, university, and SGA/COGS have many policies regarding the spending of student funds. Knowing your responsibilities as an A&S fee recipient in following all funding guidelines and policies are necessary for you to receive A&S funds and for SGA to process your requests in a timely manner.
Your A&S Recipient Responsibilities

As a student organization wanting to utilize A&S funds, you are a steward for all the students who have paid their fees, SGA, and Florida State University as a whole. The funds distributed are not part of your own personal funds, and the policies and guidelines outlined below ensure the safety, security, and use of these funds. Failure to follow the policies and guidelines outlined in the Financial Manual, SGA Student Body Statutes, and Florida law will result in SGA/COGS not being able to fund your purchases!

Anything purchased utilizing activity & service fees must follow these overarching rules:

- The event or activity must be free, open, and advertised to the entire student body.
- Purchase requests must be entered into Nole Central by an Executive Board member of a Recognized Student Organization (RSO) that has successfully completed Financial Certification exam and submitted the SGA Statement of Understanding Authorized Signer Form to the SGA office weeks prior to spending any funds.
- Purchase requests must be approved in Nole Central by the SGA Treasurer or COGS Deputy Speaker for Finance, and the Accounting Office weeks prior to any spending of funds.
- Purchase and travel requests must follow all the guidelines outlined in the Financial Manual, SGA & COGS Finance Code, and all University policies.

Title VIII, Chapter 800 of the student body statutes contains the Finance code and defines the standards of financial accountability and fiscal management. It is important to pay close attention to how funds are allowed to be spent, as requests outside of these guidelines cannot be processed.

Spending Rules & Regulations

802.4 Accessibility of Meetings & Events (Cannot charge FSU students, events cannot be in a private home, must be advertised prior, must have SGA permission to be off campus)
802.5 Limitation on Outside (non-FSU) Benefits (Cannot use for political activities, community benefits, donations; must provide priority admission to current FSU students)
802.6 Acknowledgment of SGA Funding (Must use SGA logo or statement on all printed materials, publications, clothing, or awards http://sga.fsu.edu/logos.shtml)
- Online and printed publications
- Audio and video advertising
- All printed materials
- All printed materials and broadcasts expressing a political message must also include “The views expressed herein do not necessarily reflect those of FSU SGA”
802.7 Personal Gifts (Not allowed- cannot purchase anything that can be construed as a personal gift, including promotional items that are too expensive per person, end of the year recognition to participants, etc.)
802.8 Alcohol (Not allowed – cannot purchase alcohol, alcohol supplies, etc.)
802.9 Stolen property (Must be reported)
802.11 Receipts (Must be turned in within 10 days of purchase or your organization cannot spend money in the future)
811 The Service Funding Act of 2009 (This chapter details information for service groups and service trips)
Paying with A&S Funds

In almost all cases, you will pay for the activities, events, and services your RSO is obtaining with a University Purchase Order. A Purchase Order (PO) is a promise from the University to the company that you are purchasing goods or services from to pay for the goods or services. Companies get paid within thirty (30) days after you submit the receipts to the Accounting office and the University is able to process all of your information.

Purchase orders allow the University to track how funds are being spent, and in many cases, help to ensure the best prices possible. Purchase orders also make sure that the University only pays for the goods and services it receives, which is very important in making sure we are fiscally responsible and following all the policies and laws that govern university funds. Please note: You cannot pay for or receive anything (any deposits, goods, or services) from a vendor prior to receiving a purchase order in your email from SGA Accounting and giving it to the vendor for payment!

Remember: Only the people who are listed on the Purchase Order (PO) can purchase the items.

Purchase orders make it easy to send board members to pick up necessary supplies and complete your transaction quickly and efficiently! They are helpful to student organizations because no one has to pay for anything out of pocket and, as you are purchasing goods with SGA/COGS A&S funds, you do not have to pay sales tax or other additional royalty fees. Please note: SGA/COGS does not reimburse students for any spending that has not been approved in Nole Central weeks prior.

Many contracted performers may want to be paid with a check after services are rendered, and will not want to wait for a Purchase Order. You will notice in the Financial Manual that these services require more time to process so that the contracts are reviewed by the university, and if necessary, you can have a check available should you and the vendor follow the proper procedures and timelines outlined in this document. Otherwise, a check can be mailed to a vendor after the performance.

Submitting Receipts

After you make a purchase using a purchase order through an online vendor or in a store, it is imperative that you submit the receipt or invoice for processing. When you submit a receipt, the SGA Accounting office will share it with the university to dispatch the money owed to the vendor. Without a receipt, vendors will not be paid.

To submit your receipts for purchases upload a picture or scan of the receipt to the “SGA Funding Evaluation Receipt Submission” Qualtrics link. Receipts can be submitted from your smart phone, tablet, or computer at any time.

All receipts for events, activities, items, or travel purchases with SGA/COGS funds must be submitted electronically within 10 days to ensure payments are processed and your RSO can continue spending SGA/COGS funds. Receipts can be uploaded utilizing the SGA Funding Evaluation Receipt Submission Qualtrics, found online at sga.fsu.edu/receipts.
Vendors

There are many companies, or vendors, that take Purchase Orders from the university. These vendors have an agreement with the university, and are frequently visited by RSOs like the Publix on Ocala, Costco, T-Formation, Hungry Howie’s, or Red Elephant (see the Existing Vendor Highlights table below). **Existing vendors are the easiest companies to do business with due to this relationship.** Many of these vendors have existing relationships with the University so we are only allowed to purchase items from them (office supplies from Office Depot or rental cars from Enterprise, for example).

Vendor relationships are important! Remember to submit information on time and communicate often with vendors to maintain FSU’s reputation.

You can visit the University Shopping Guide ([https://procurement.fsu.edu/how-buy/shopping-guide](https://procurement.fsu.edu/how-buy/shopping-guide)) or ask the SGA Accounting Office to check if a company you want to work with is a vendor in the University system. **Please note,** there are some companies that are not vendors in the system that will **NOT** accept purchase orders, including: Best Buy, JoAnn’s Fabrics, Home Depot, Target, Walmart, Party City, Sam’s Club, and Michael’s. You cannot make purchases from these companies with an PO.

There may be a company that you want to work with that is willing to become a vendor after you discuss this opportunity with them. To do this, the vendor must complete University documentation and submit federal reporting information to the university. The RSO should tell the vendor that the company must complete the “**FSU Substitute IRS Form W9**” located on the Procurement Services website [http://procurement.fsu.edu/Forms](http://procurement.fsu.edu/Forms). Contact the SGA Accounting office if your organization is unsure of the vendor status. Please note: SGA Accounting cannot process any purchase requests for vendors not in the system. It is up to you to communicate with the possible vendor about what they need to do prior to submitting your request.

<table>
<thead>
<tr>
<th>Grocery Store Vendors</th>
<th>Costco, Publix on Ocala, Winn Dixie on West Tharpe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service Vendors</td>
<td>Andrew’s Catering, Chuy’s, Hungry Howie’s, Gordo’s, Moe’s, MoMos, Newk’s, Red Elephant, Sonny’s BBQ, Super Perros, Seminole Dining</td>
</tr>
<tr>
<td>Office Supply Vendors</td>
<td>Office Depot</td>
</tr>
<tr>
<td>T-Shirts Vendors</td>
<td>Full Press, Clothesline, T-Formation</td>
</tr>
<tr>
<td>Awards Vendors</td>
<td>Awards 4U</td>
</tr>
<tr>
<td>Printing and Copying Vendors</td>
<td>UPS Store in the Union, Student Publications</td>
</tr>
<tr>
<td>Mailing &amp; Shipping Vendors</td>
<td>UPS Store in the Union</td>
</tr>
<tr>
<td>Rental Car Vendors</td>
<td>Enterprise National</td>
</tr>
<tr>
<td>Charter Bus Services</td>
<td>Annett Bus Lines, Astro Travel Tours</td>
</tr>
</tbody>
</table>
Grocery Store Vendors

Choose a blanket purchase order when purchasing grocery items such as food, drink, and paper products (such as napkins and disposable utensils) and submit the Purchase Request at least fifteen (15) business days before you need to make your purchase. For ordering deli or hot food trays, you may have to place your order ahead of time with the company.

Food Service Vendors

Check prices online and communicate with the company to receive a quote for your purchase. Most orders need to be placed 48 hours prior (if not more) with the company. If you are working with a catering company, often the cost of food decorations (tablecloths, etc) are food charges.

All foods must be purchased already cooked and distributed using gloves!

Potentially hazardous foods such as those that can spoil or need to be cooked cannot be purchased with SGA/COGS A&S funds.

The only exception is if you are have prior approval from Environmental Health and Safety, https://www.safety.fsu.edu/foodevent.html, to cook in the Center for Global Engagement kitchen as part of the Global Café program. This is the only instance and location a student organization could cook on campus.

Be sure to submit an Event Permit for your event to be sure you have everything you need!

Office Supply Vendor

Office Depot has a contract with the University and is the only location any office supplies can be purchased with SGA/COGS A&S funds. By ordering from Office Depot, you will receive a discounted rate.

You should submit a line item purchase request through Nole Central fifteen (15) business days prior to needing your items. The quote can be an Excel spreadsheet that includes, item numbers, descriptions, price, quantities, and totals. The SGA Accounting Office will use your quote to place your order and have your items delivered to SGA Accounting in the Oglesby Union Room A209. You will be alerted when your purchase arrives to SGA and have one week to pick up your materials.
T-Shirt & Promotional Item Vendors

All promotional items paid for with SGA/COGS funds must have the SGA or COGS logo, [http://sga.fsu.edu/logos.shtml](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”. Graduate organizations must include the COGS logo or the phrase “Paid for by COGS” or “Funded in part by COGS”. All promotional items purchased with SGA/COGS A&S funds must follow University branding requirements and policies.

When purchasing t-shirts and promotional items, be sure to submit the proof of your project from the company along with your purchase request. Any promotional items that are funded by SGA/COGS or contain university or SGA imagery must be purchased from a licensed vendor and approved by University branding.

When ordering shirts, be sure that they are accessible to all types of students. Here is a typical breakdown of shirt sizes:

![Typical T-Shirt Breakdown]

<table>
<thead>
<tr>
<th>Size</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>24%</td>
</tr>
<tr>
<td>Medium</td>
<td>32%</td>
</tr>
<tr>
<td>Large</td>
<td>32%</td>
</tr>
<tr>
<td>X-Large</td>
<td>10%</td>
</tr>
<tr>
<td>XX-XXX-Large</td>
<td>2%</td>
</tr>
</tbody>
</table>

Printing & Copying

The UPS Store in the Union offers copying, mailing, shipping, digital printing, and stationary orders. Contact the UPS Store to receive a quote with a complete description of your needs and complete a line item purchase request. Description must include: quantity; size, type, color, and weight of stock; color of ink; number of folds; number of pages; and any other pertinent information.

Student organizations are encouraged to use Student Publications for their art design and printing needs. Student Publications is a free service open to all RSOs. RSOs must follow Student Publications timelines and policies and bring their own paper for printing. The only acceptable paper is:

![Roll of Paper](HP1412A (or HEW1412A) 24"x100"

<table>
<thead>
<tr>
<th>Ream of Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>0393122 (Office Depot Item No.)</td>
</tr>
<tr>
<td>8.5&quot;x11&quot;, 500 sheets</td>
</tr>
<tr>
<td>Hammermill Premium Multipurpose Paper</td>
</tr>
<tr>
<td>(24LB, 97 Brightness)</td>
</tr>
</tbody>
</table>

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.
**Purchase Request Approvals by SGA Leadership**

All purchases with SGA/COGS A&S funds must be approved by the SGA Student Body Treasurer, or for graduate organizations receiving funding from COGS, the COGS Deputy Speaker of Finance. These student positions are responsible for approving all purchases and ensuring they follow SGA/COGS policies and procedures. The Student Body Treasurer or COGS Deputy Speaker for Finance will review purchase requests in Nole Central within 48 hours.

The Student Body Treasurer and COGS Deputy Speaker for Finance do have the authority to veto any purchase request they believe does not follow SGA and COGS financial policies; local, state, or federal law; or is not a fiscally responsible purchase for the organization to benefit the student body.

Recent examples of canceled purchase requests by the Student Body Treasurer of COGS Deputy Speaker for Finance include:

- Irresponsible requests for office supplies
- Events that are inadequately/incorrectly advertised
- Irresponsible requests for food supplies based on the number of attendees
- Irresponsible requests for decorations
- Plated dinners, events, or materials that have a poor student to cost ratio
- Events that are not easily accessible to the entire student body
- Promotional materials that do not adequately include SGA/COGS
- Recognition items available to executive board members only (name tags, polo shirts, etc)
- Any items prohibited on the list on the next page

**SGA Statement of Understanding**

**Authorized Signer Form**

Required signed document indicating review, understanding, and compliance of SGA/COGS Accounting processes. Must be completed and turned into Accounting in order to utilize SGA/COGS funds.

**Second Authorized Signer Form – Purchase Request**

All purchases require two student signatures - the student who inputs the information into Nole Central and the student that signs this form that is uploaded into Nole Central. Advisor signature required for purchases over $1000.

**Second Authorized Signer Form – Travel Request**

All travel requests require two student signatures - the student who inputs the information into Nole Central and the student that signs this form that is uploaded into Nole Central for individual student reimbursements, rental car, or conference registration expenses. Advisor signature required for purchases over $1000.

**Group Travel Roster**

A signed travel form outlining all students participating in a trip paid for in part by SGA/COGS funds. Must be uploaded with the travel request in Nole Central anytime more than one student is traveling.

---

Alfredo Cortez  
Student Body Treasurer  
sgatreas@admin.fsu.edu

Matthew Uttermark  
COGS Deputy Speaker for Finance  
COGSDepSpeaker@admin.fsu.edu
Prohibited Purchases

A quick list of many of the items that cannot be purchased with SGA/COGS A&S funds:

- Any purchases not submitted to NoleCentral prior to payment
- Any purchases not approved by SGA prior to payment
- Any items prohibited by law and/or SGA regulation or policy
- Gift cards
- Alcoholic beverages or products with alcohol content and any related items or services such as bartending
- Awards of any nature other than certificates, trophies, or plaques over $35
- Items or services for an event at a private residence
- Purchase of flowers for an individual
- Personal gifts and personal use items (purchases must be for official use by the organization)
- Promotional items not being purchased in bulk and the cost per item is deemed excessive (over $5 for items, over $8 per tshirt)
- Any promotional items that are not available and easily accessible to all students on a first come, first serve basis
- Decorative items for offices
- Food for executive board meetings or any meeting or event with an expected attendance of fewer than 10 FSU students
- Items that have environmental safety issues such as raw meats and any other food items that require preparation, candles, lighters, petroleum products, etc.
- Facility rental for retreats or other events that is not within proximity to the university or open to all FSU students
- Food for meetings or events that are not advertised to all FSU students
- Gratuities/tips or service charge over 15%
- Payment of services rendered to a member of your RSO
- Payment of services to an FSU employee or current FSU student
- Contributions/donations to community programs
- Raffle tickets and prizes

Last Chance to Spend Funds

SGA/COGS follow the University’s fiscal year calendar. The fiscal year begins on July 1, 2017. All purchase or travel requests must be submitted in completion to Nole Central by May 31, 2018. All receipts for purchases and travel must be submitted to the Accounting office by June 15, 2018. This allows all payments to be made to vendors by the end of the fiscal year. This information is distributed within the Financial Manual, Leaders ListServ, posted on the SGA website, and is non-negotiable.

Last day to submit Requests
MAY 31, 2018
Last day to submit Receipts
JUNE 15, 2018
EVENT PLANNING, PERMITS & IMPORTANT INFORMATION

Advertising Recognized Student Organizations

**Events:** SGA Student Publications [http://sga.fsu.edu/student-pub.shtml](http://sga.fsu.edu/student-pub.shtml) is located in the Oglesby Union, Rm 302 near the Student Activities Center. They offer RSOs artwork design, free color printing of flyers, banners, and newsletters. RSOs willing to engage with the Student Publications processes and procedures 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 cannot be fundraisers, cannot be held at private residences, and cannot require students to pay a fee to participate in or attend an event.

**Websites:** SGA provides RSOs with assistance in designing websites and hosting them on the SGA server. RSOs recognized by the Student Activities Center can request a meeting with the SGA Web Designer. All websites must follow all FSU Voice and Visual System guidelines [https://unicomm.fsu.edu/brand/](https://unicomm.fsu.edu/brand/), 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 SGA Web Designer’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
Designer Web/Print
byoung@fsu.edu
(850) 644-0089

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

Planning Sustainable Events

SGA encourages RSOs to plan events and make purchases with Sustainability in mind. Florida State University Sustainable Campus provides these tips:

- Buy large containers or food platters and avoid individually-packaged snacks.
- Encourage students to bring their own water bottles for drinks and avoid purchasing plastic water bottles and anything Styrofoam!
- Always remember to recycle and purchase recyclable and recycled materials when you can!
- Avoid putting years or leader names on promotional items so they can be used over time!
- Purchase programming supplies you can share with other organizations or use for multiple events.
Event Permit Process

Events that take place on campus should be registered with the Student Activities Center (SAC) through the Event Permit (EP) process. Event Permits should be submitted through your RSO Nole Central page under the events tab, and are required for any large events (over 50 people), events that have food, may need security, etc. The EP process helps to ensure each student event on campus has everything it needs to be successful.

Did You Know?
Your event permit should be submitted at least 10 days before your event.

One of your main resources for event planning, permits, or questions regarding events is the Student Activities Center and its staff. 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 for event planning, or contact Dorsey Spencer (dspencer2@fsu.edu), Associate Director of Student Activities.

Facilities for Events

Most RSO events take place in Student Affairs spaces, which can be reserved by RSO leaders through this website https://reservations.dsa.fsu.edu/. Facilities requests should include room set-ups, any furniture, and/or Audio-Visual (A/V) needs. All spaces for RSO events should be reserved through the process outlined by that department.

For some outdoor spaces on campus, RSOs may need to pay to have tables and chairs delivered and provided by FSU Building Services. RSOs must have funds allocated prior to requesting such services. RSOs are not authorized to use their FSU DEPT ID (Nole Central Account number) 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. SGA Accounting staff will place the order for tables and chairs with Building Services https://www.facilities.fsu.edu/requests/specialRequest/prices.php with the proper funding information.

Hosting Games of Chance

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

Public Performance Rights for Copyrighted Video Records

Any RSO publicly showing a movie, DVD, Blu-ray, film, show, or any other copyrighted video recording, 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 for more information.

Did You Know?
The ASLC co-sponsors events with RSOs. Contact Amie Runk for more details.

Renting Inflatables

RSOs 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.
ACQUIRING FUNDS

Overview of the Funding Board/Committees

There are several ways your organization can obtain funds from SGA and COGS. The primary methods are through funding allocation committees like PAC, RTAC, MSC, LSC, or through Senate or COGS meetings. To request funds appropriately, groups should also be familiar with the different budgetary categories, timelines, and requirements for completing the process.

A&S Budgetary Categories

You will usually use four A&S budgetary categories when submitting purchase requests: Contractual, Expense, Food, and Clothing/Awards. When submitting purchase requests and spending money, it is important to ensure that you have money available in the category you want to use and that what you are purchasing follows the guidelines of that category. There are additional steps to follow in order to move money between categories, as described in the “Submitting Requests” sections of this financial manual.

Contractual Services: This category is used to pay a person or company for a service rendered instead of a commodity (physical item), such as a speaker, entertainer, band, DJ, or security. Contractual services over $3,000 require Student Senate approval via Resolution.

Expense: This category covers the costs of expendable items such as facility rentals, printing, office supplies, maintenance, inflatable/carnival equipment rentals, or decorations for events.

Travel Expense: A category used for flights, conference registration, car rental fees and gas, mileage, and hotel when traveling on the behalf of the university. Money is generally placed into this account after receiving funds from the RTAC committee.

Food: The food category covers the purchase of edible items or supplies in relations to food (e.g. cups, napkins, plates), and catered events. No plated dinners are allowed. If your organization is having food at an event, you MUST complete the Event Permit (EP) through Nole Central.

Clothing/Awards: This category is used to pay for clothing (t-shirts and tank tops) for the purpose of promoting an SGA-funded entity or event, and affordable trophies, plaques and certificates. All items should have the SGA/COGS logo or “Paid for by SGA/COGS” and be reasonably priced per item. Please note that clothing must still be made available and free of charge to all FSU students without any requirements before receiving the item.

Remember

Acquiring funds is only the first step of requesting and paying for purchases and travel with SGA/COGS funds. Once your funding is secured, you must enter your requests into Nole Central through the Finance tab at the top of your RSOs page.
RSO Funding Resources from Student Senate

There are many opportunities for Recognized Student Organizations to request funding through SGA. In order to submit a request for any of the following, organizations must:

- be **recognized** through the Student Activities Center,
- **complete financial certification** through SGA Accounting,
- and have submitted the [SGA Statement of Understanding Authorized Signer Form](#) to SGA Accounting.

**Programming Allocation Committee (PAC)**

RSOs can request funds in the categories of food, contractual services, clothing/awards, and expense to financially support events they are hosting for the FSU community. Organizations must have **three (3) quotes for all of proposed purchases**, information regarding the benefit to the student body, and additional revenue sources. Generally, RSOs can come to PAC twice per fiscal year requesting $2000 or less, and may only request shirts that are less than $8 per person once per fiscal year.

All PAC requests must be made at least **21 school days prior to the date of the event** and **submitted online by noon on Friday**. Financially certified members of the RSO are expected to attend PAC, Finance, and Senate meetings and **submit their purchase requests in Nole Central the Thursday after Senate if their allocation is approved**. Funds allocated must be spent on the proposed activities and events and receipts turned in within 90 days of receiving funds from SGA. Any funds not spent within 90 days are returned to PAC.

Contact the PAC Chair here [fsusgapac@gmail.com](mailto:fsusgapac@gmail.com)

**Resources for Travel Allocation Committee (RTAC)**

RSOs can request funds for travel to conferences, seminars, workshops, meetings or service trips that can aid in covering expenses such as registration, car rental fees, mileage and lodging. Organizations must have **three (3) quotes for all of proposed purchases**, information regarding how the travel benefits the student body, how travelers were selected, and additional revenue sources. Generally, RSOs can come to RTAC twice per fiscal year to request $2000 or less.

All requests must be made **30 school days prior to the date of travel** and **submitted online by noon on Friday**. Financially certified members of the RSO are expected to attend PAC, Finance, and Senate meetings and **submit their requests in Nole Central the Thursday after Senate if their allocation is approved**. Travelers must follow the travel guidelines outlined in the financial manual to be reimbursed. Funds allocated must be spent on the proposed activities and events within 90 days of receiving funds from SGA. Any funds not spent within 90 days are returned to RTAC.

Contact the RTAC Chair here [fsusgartac@gmail.com](mailto:fsusgartac@gmail.com)

PAC and RTAC guidelines, policies, and procedures can be found in the SGA Student Body Statutes Chapter 807 and on the PAC [http://sga.fsu.edu/pac.shtml](http://sga.fsu.edu/pac.shtml) and RTAC [http://sga.fsu.edu/rtac.shtml](http://sga.fsu.edu/rtac.shtml) Websites.
Senate Projects

Student Senate can aid in funding events or projects in the summer or throughout the school year that fall outside of the scope of PAC/RTAC, or require additional funds. RSOs must contact a student senator to sponsor this request three weeks in advance. The Student Senator will submit a bill regarding your request, which must be voted on in Committee, and then be heard the following week in the Senate meeting.

Organizational Fund

Any RSO who received SGA funds in 2016-2017 can apply for $200 through the Organizational Fund. These start-up funds are limited and available on a first come, first serve basis from July-November, or until funds are depleted. If you are unclear if your organization received SGA funds last year, please visit SGA Accounting.

Graduate Student Organizations Funding Resources

There are many opportunities for graduate RSOs to request funding through SGA. In order to submit a request for any of the following, organizations must:

- be recognized through the Student Activities Center,
- complete financial certification through SGA Accounting,
- and have submitted the SGA Statement of Understanding Authorized Signer Form to SGA Accounting.

Congress of Graduate Students (COGS)

To request funds from COGS, submit the COGS Organizational/Allocation Form on the COGS Website. COGS members will work to have a bill heard at the next COGS Meeting.

Medical School Council (MSC)

RSOs in the College of Medicine request funds through MSC. Contact the MSC Chair or Treasurer for information.

Law School Council (LSC)

RSOs in the College of Law request fund through LSC. Contact the LSC Chair or Treasurer for more information.
SGA & COGS Budgeted RSOs

Agencies, Bureaus, College Leadership Councils, Student Academic Programs, Sport Club Council, and some Graduate Organizations are allocated funds as part of the Annual Budget process and can view these funds through their Nole Central account after receiving them through their respective process. SGA & COGS Budgets are completed the year prior, and SGA & COGS budgeted organizations submit their budget requests the year prior. If your organization receives funds in this manner, you cannot receive SGA/COGS funds from the funding committees outlined above.

Self-Generated Funds

Money raised by an organization and deposited into their SGA account is considered self-generated as long as the money is not from A&S fees or earned at an A&S fee-funded event or any other manner that utilized A&S fees (any activity that raises funds from A&S funds must go back to A&S funds, and events funded by SGA/COGS must be free for students). Any funds deposited into SGA accounts must be spent in accordance to University and SGA policies.

- **Paying the Balance:** When using purchase orders, it is important to be sure of the amount you have been approved to spend. If you spend over that amount, you will be required to deposit funds into your organization’s self-generated account to cover the difference by visiting SGA Accounting and Student Business Services. The balance must be paid prior to you receiving any additional SGA/COGS funds. Many organizations may also only receive partial funding from PAC/RTAC. Should RSOs want to spend their original request, they must deposit funds into their SGA account and pay the balance prior to a Purchase Request being approved.

- **Collecting Dues:** Optional dues collected by RSOs can be brought to SGA Accounting to deposit in your SGA account. Organizations that are A&S fee funded (e.g. agencies, bureaus) cannot require dues as a condition of membership as all students already have membership as A&S fee payers. Those RSOs that do collect dues cannot deny any student membership due to inability to pay dues. If a member is not able to pay dues, other arrangements must be made.

- **Fundraising/Gifts Donations:** If you receive funds from a company (through fundraising or donation) or a monetary gift from an individual, and want to deposit those funds in your SGA/COGS self-generated account, they will be collected through the FSU Foundation. The FSU Foundation will keep track of your donor’s gift to the University for tax purposes, and SGA Accounting will be able to support you in spending these forms through a reimbursement process. If you receive a donation or any funds from a company, be sure to take their full name and address and bring it to SGA Accounting. If you believe a donor has made a donation to your organization through the FSU Foundation already, visit SGA Accounting for more information and how to access your funds.

- **Creating an Off-Campus Account:** Your organization may raise funds by collecting dues, fundraising, or donations. You might have members purchase their own t-shirts or nametags, and need an account to deposit those funds in to pay companies. Many RSOs create an off-campus account instead of depositing their raised funds with the University in a self-generated account. If you would like to set up an off-campus account at a local bank or other institution (e.g. SunTrust, FSU Credit Union, Bank of America), be sure to visit the Student Activities Center to establish an on-campus address and for further guidance. Funds deposited in off-campus accounts are managed by the student organization and thus do not have to adhere to SGA policies. Please note: SGA/COGS cannot deposit funds or pay travel reimbursements to off campus accounts.
## PURCHASES

### Submitting Requests for Events, Activities, and Promotional Items

#### Overview of the Purchasing Process

SGA requires two (2) students from each organization to approve all purchase requests. This is a safety measure to ensure that at least two (2) members of the organization know about funds being spent at all times. Advisors are also required to sign off on purchases over $1000.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit a purchase request in Nole Central under your organization’s account 15-30 days prior to your event. Be prepared with your organization name, vendor info, Second Authorized Signer Form, event information, flyer with logos, date, time, and location, contract information, and artwork proofs for promotional items. Be sure to complete all the information accurately!</td>
</tr>
<tr>
<td>2</td>
<td>SGA Accounting will review your request and verify forms are completed correctly, your vendor is in the system, the second signer form is accurate, funds are available in correct category, and there are no outstanding receipts.</td>
</tr>
<tr>
<td>3</td>
<td>Approvals begin – SGA Treasurer/COGS Deputy Speaker for Finance ensures the money is being spent according to SGA policies.</td>
</tr>
<tr>
<td>4</td>
<td>The SGA Accounting office works with the university to generate a purchase order (PO) or check.</td>
</tr>
<tr>
<td>5</td>
<td>RSO receives email with PO and instructions to submit receipts, or with information on getting the contract signed and how to pick up the check for speaker/performer/DJ.</td>
</tr>
<tr>
<td>6</td>
<td>It’s time to make the purchases. Print the PO, select items needed, and give the PO to the vendor. Remember to keep the receipt!</td>
</tr>
<tr>
<td>7</td>
<td>Have an awesome event or pick up some great promotional items that you share with the entire student body!</td>
</tr>
<tr>
<td>8</td>
<td>Submit receipts to the SGA Funding Evaluation Receipt Submission Qualtrics within ten (10) days of receiving goods/services. Vendors will not get paid until the receipt is submitted so faster is better!</td>
</tr>
</tbody>
</table>
### Purchase Request Timeline

<table>
<thead>
<tr>
<th>Category</th>
<th>Established Vendor</th>
<th>Potential Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Service</td>
<td><strong>30 business days</strong> prior to purchase/event date</td>
<td><strong>30 business days</strong> prior to purchase/event date</td>
</tr>
<tr>
<td>Line Item Purchase</td>
<td><strong>15 business days</strong> prior to purchase/event date</td>
<td><strong>20 business days</strong> prior to purchase/event date</td>
</tr>
<tr>
<td>Blanket Request</td>
<td><strong>15 business days</strong> prior to purchase/event date</td>
<td>-</td>
</tr>
<tr>
<td>Interdepartmental Requisition (IDR)</td>
<td><strong>15 business days</strong> prior to purchase/event date</td>
<td>-</td>
</tr>
</tbody>
</table>

SGA Accounting is unable to expedite any paperwork or processes for spending SGA funds. It is important to plan far enough in advance to ensure adequate processing time for all purchase requests.

### Submitting Purchase Requests Through Nole Central

*15-40 days before your event collect these things:

- **Vendor Quote** (Be sure the vendor accepts purchase orders; vendor will be paid within forty (40) days after the goods/services are provided)
- **Event Flyer with logos, date, time, and location** (Visit [Student Publications](#) for assistance with creating an event flyer)
- **Second Authorized Signer Form** (Including advisor signature if spending over $1000, and/or senate approval for off campus events, or contracts over $3000)
- **Contract information and event details for any contractual service** (DJ, Speaker, etc.)
- **Proof for any artwork, that includes the SGA logo or “Paid for by SGA”**

To **submit a purchase request**, go to your organization’s Nole Central account, click “Finance” on the tool bar, click “Create Purchase Request” on top right of page.
Different Types of Purchase Orders

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. Please note, many agreements you sign with companies to rent materials or host an event somewhere, may not be a contractual service, but an expense. Please come visit SGA Accounting with questions. **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 with the purchase request for review by the SGA Director and FSU Legal Services. Contractual services must be submitted in Nole Central thirty (30) business days prior to event, as there are additional steps to the contract process. RSOs should work with new vendors to have them 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.

Line Item Purchase Order - this is used when you can itemize a list of EXACTLY what you will be purchasing. **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 and select “line item.” For many companies, you must use a line item purchase order. Line Item purchase requests must be submitted at least **fifteen (15) business days** prior to the event. If you are using a new vendor that has not worked with Florida State University before, line item purchase requests should be submitted twenty (20) business days in advance to account for the vendor submitting proper information to the University.

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.** (For example, for your event you are going to spend $100 on food at Publix. Submit a “blanket purchase order” for a variety of food and drink purposes). Submit a purchase request and select “blanket.” Once the blanket purchase order is issued from FSU Procurement, SGA Accounting will email the blanket purchase order to you. Blanket purchase requests are only utilized for vendors currently in the system and must be submitted **fifteen (15) business days** prior to your event.

Interdepartmental Requisition (IDR) – If a RSO is working with University departments, instead of a PO, you will receive an IDR (Crenshaw Lanes, Student Life Cinema, Old IM Fields, Parking & Transportation, Building Services, Academic Department, etc). Submit a Purchase Request 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. IDR requests for payments to campus departments must be submitted **fifteen (15) business days** prior to your event.

Some purchases require additional approval by SGA Student Senate or the Congress of Graduate Students in order for an RSO to submit a purchase request. If your RSO wants to have a **plated dinner**, have a performer or artist (or other contractual service) **over $3000**, to host an **event off campus**, or any other types of requests as noted in **Budget Bill Proviso language**, please be sure to get in contact with a member of the legislative branch so they can submit a Resolution prior to you submitting your request.
TRAVEL

Submitting Requests for Organizational Travel and Trips

Paying for Travel with A&S Funds

Travel Processes work a bit differently than programming purchases, so please read the below information in detail and visit the SGA Accounting Office with any questions.

There are two ways that SGA can process finances for student travel; prepaid expenses of conference registration and automobile rentals, and reimbursements to students for out of pocket expenses. The traveler will be reimbursed for approved expenses after returning from the trip and submitting the travel receipts within 30 days. In order for students to be reimbursed, the RSO must submit a Travel Request for them through the Purchase Request on Nole Central, and their name must be clearly displayed on any invoices or receipts. As with all purchases, SGA requires two (2) student leaders to sign off on the requests.

Enterprise/National Rental Request

RSOs needing to rent a car for their trip must use the state contract with Enterprise. To obtain an estimate, call 1-877-690-0064 (Enterprise Reservations), reference the state contract number, “XZ55622”. Drivers must be students who are over 21 years of age. The standard rental rate in the contract is for a compact car, for 5 student travelers or less. Any more than 5 student travelers in a compact car is in violation of the contract. For more than 5 students, multiple cars or a van may be possible. The quote should be submitted to Nole Central with the Travel Request. RSOs receiving funding from SGA/COGS will not book their own rental car, but will receive confirmation from SGA Accounting once the reservation is placed on their behalf.

Conference/Meeting Registration Request

Organizations who secure funds and submit a purchase request at least 45 days prior to travel qualify to have conference or meeting registration paid in advance by the SGA Accounting Staff. If purchase requests are submitted in less than 45 days, organization members will need to pay for registration on their own and a Travel Reimbursement Request should be submitted for all travelers needing a reimbursement.

Travel Reimbursement Request

A Travel Reimbursement Request is required for each student traveling on the trip needing to be reimbursed for travel expenses. If two or more students from the same organization are traveling to the same conference/competition, a travel request is only required for those responsible for the out-of-pocket expenses from the trip. The organization’s treasurer or president should be the person who submits requests on behalf of all travelers needing reimbursement. A Second Authorized Signer Form along with the Group Travel Roster must be submitted with each reimbursement request.
Expense Report

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.

Group Travel Roster

A group travel roster showing the names and signatures of all students going on the trip must be attached to the travel request if there are two or more students attending the trip. These forms are important for SGA/COGS to have individual student information, emergency contact information, and how travel will take place. Each student traveler, as well as the organization’s advisor, must complete and sign the Group Travel Roster prior to the RSO submitting the travel request in Nole Central.

Prohibited Travel Expenses for Students Paying for Travel with SGA/COGS Funds

- Meals for group travel
- Airline charges for changes made for personal reasons
- Airline charges for preferred seating
- Car rental charges over the compact car rate for less than 5 students
- Operating expenses for personal vehicles
- Traffic/parking violations or fines
- Personal expenses (entertainment, transportation for nonbusiness activities i.e. bars, golf courses, room service, etc.)
- Gratuities exceeding 15%
- ANY unauthorized expenditure
Overview of the Travel Process

Your organization is recognized with SAC, financially certified, and you have secured funding through one of the ways detailed above to go on a trip, and have your travel roster and travel request information ready to go.

Now how do you submit the proper documentation to go on and pay for your trip?

1. Submit a purchase request in Nole Central under your organization’s account at least thirty (30) days prior to your trip. Be prepared with your organization name, a completed **Group Travel Roster** of all travelers and the RSO advisor, any pertinent information for individuals that are being reimbursed for travel, the **Travel Second Authorized Signer Form**, event itinerary or agenda, and all contact information. Be sure to complete all the information accurately!

2. SGA Accounting will review your request and verify forms are completed correctly, begin the process for individuals to be reimbursed for travel costs, check the **Group Travel Rosters** for accuracy and submit them, verify **Travel Second Authorized Signer Form**, ensure funds are available in the correct category, and there are no outstanding receipts.

3. Approvals begin – SGA Treasurer/COGS Deputy Speaker for Finance ensure the money is being spent according to SGA policies.

<table>
<thead>
<tr>
<th>If SGA Accounting is paying for early conference registration, or rental car purchases prior to the trip:</th>
<th>If SGA Accounting is reimbursing individual members of RSO for travel expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. RSO members will visit the SGA Accounting Office to book buses, rental cars, or early registration.</td>
<td>4. A Travel Request must be completed for each individual who will be traveling with the RSO, paying for the trip, and need to be reimbursed for their expenses.</td>
</tr>
<tr>
<td>5. RSO receives confirmation or registration numbers from SGA Accounting.</td>
<td>5. RSO student being reimbursed must check their email from SGA Accounting to confirm their Travel Authorization, address, and estimated reimbursement amount.</td>
</tr>
<tr>
<td>6. Have a safe trip, learn lots, and make FSU proud!</td>
<td>6. Have a safe trip, learn lots, and make FSU proud!</td>
</tr>
<tr>
<td>7. Submit receipts to the <strong>SGA Funding Evaluation Receipt Submission Qualtrics</strong> within ten (10) days of returning from the trip.</td>
<td>7. RSO student being reimbursed must submit receipts to <strong>SGA Funding Evaluation Receipt Submission Qualtrics</strong> within ten (10) days of returning from the trip. Only students who were originally submitted in Nole Central and have a Travel Authorization confirmed can submit receipts for reimbursement. The individual’s name must be listed on the invoice (hotel room, flight, etc) to be reimbursed.</td>
</tr>
<tr>
<td>8. RSO student being reimbursed must check their email to confirm their expense report to receive reimbursement from the University.</td>
<td></td>
</tr>
</tbody>
</table>

Please do not request the SGA Accounting Office to expedite your paperwork. Poor planning on your part does not constitute an emergency on ours.
Submitting a Travel Request in Nole Central

1. Navigate to your organizations Nole Central account, select the “Finance” tab, then select the “Create Purchase Request” button.

2. Complete “Request Details”, “Payee Information”, and “Additional Information” sections on the first half of the form.
   - **PLEASE NOTE:** Please select “Travel” in the Account and Category drop down menus
   - **PLEASE NOTE:** The Payee information is the traveler’s name and address that will be receiving reimbursement (this student's name should be on any invoices submitted for reimbursement)

3. Select the “Travel Request” link in the blue box to complete all travel requests. The organization’s financially certified representative (usually the treasurer or president) must submit a different “Travel Request” for each traveler that is being reimbursed.

4. Once the Travel Request has been submitted, go back to the Purchase Request, scroll to the bottom, and press “submit.”

SGA Budgeted RSOs are encouraged to check with their advisor and SGA Accounting prior to planning for travel. Additional processes and Student Senate approval may be necessary.
Airfare

Air travel to approved destination are paid by the traveler, and with prior approval and a paid receipt, can be submitted for reimbursement. Receipts should be in the traveler’s name who is receiving reimbursement, indicate a $0 balance, include the travel itinerary (class of seat and ticket number), and show payment method: cash, check, credit card (last four digits).

When booking online, the e-ticket and the billing information is necessary to submit to SGA Accounting. In many cases, SGA/COGS only reimburses for partial airfare. Please note: Individuals can only be reimbursed for the pre-approved and pre-allocated amount, and only after they have completed the Travel Request and Expense Report.

Conference Registration

Advance – Paid by SGA Accounting Office: Some groups will receive allocations to attend conferences months in advance and can work with SGA Accounting to pay for student registration. To qualify for advance registration payment, the RSO must submit a request on Nole Central at least forty-five (45) school days prior to the conference date and meet with the SGA Accounting staff to pay for the conference registration. Be sure to submit a copy of the program or schedule for the conference so that registration can be paid. Many conference organizations may not be in the FSU Vendor File, so the student organization may need to work with the conference to have them complete an “FSU Substitute IRS Form W9” located on the Procurement Services website [http://procurement.fsu.edu/Forms](http://procurement.fsu.edu/Forms). Contact the SGA Accounting office if your organization is unsure of the vendor status.

Regular Registration – Paid by RSO Student: Many groups may not receive allocations to attend conferences until thirty (30) school days prior to the trip. In these instances, conference registration must be paid by conference attendees. If funds were allocated to cover conference registration, the RSO must submit a Travel Request for each individual being reimbursed. The student should follow the processed outlined above to confirm their travel information, reply to SGA Accounting emails, and submit their receipts within ten (10) business days using the [SGA Funding Evaluation Receipt Submission Qualtrics](#).
Driving

Bus Company: Large groups may use a bus company with a driver. Purchase Orders will be generated and agreements signed prior to leaving for the trip for the duration of the cost of the trip, including start and end times, and adequate rest for the driver. Students attending the trip must be included on the Group Travel Roster.

Personal Vehicle: Students using a personal vehicle to travel are eligible for mileage costs ($0.445 per mile) for their trip, but are not eligible for gasoline or tolls. Student drivers must be able to provide proof of insurance and car safety prior to driving on a trip. The university provides no insurance when you drive your own car. To ensure adequate rest time, drivers are not allowed to exceed five hundred (500) miles per day; therefore, any travel that exceeds five hundred (500) miles must include either lodging cost or a statement indicating a place of lodging.

Only one student will be reimbursed for travel for up to four (4) students - please carpool! Individuals requesting funds to cover mileage should estimate their mileage using an online map, but please note the University may update the estimate according to their standards. Any students who receive funding and want to be reimbursed for mileage must submit a Travel Request and the agenda or conference program with location clearly labeled.

Rental Car: RSOs that receive funding to pay for a rental car should submit the quote they received in Nole Central. An SGA Accounting representative will help you through this process by making the reservation and paying for the vehicle(s) on behalf of your organization. Rental rates and other Enterprise or National provisions can be found at http://controller.vpfa.fsu.edu/travel/ground-transportation.

Car rental agreements with Enterprise should not be changed once SGA sends the confirmation number. This includes changing from a compact car, trying to add GPS or SunPass, or extending the use of the vehicle. All of these are prohibited.

Only the student who is listed as the driver on the travel request will be allowed to pick up and drive the vehicle. In an emergency situation, 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 five hundred (500) miles per day; therefore, any travel that exceeds five hundred (500) miles must include either lodging cost or a statement indicating a place of lodging.

Rental cars must be returned with a full tank of gas. Gasoline and tolls can be reimbursed when driving rental cars from Enterprise, if the organization was approved for such costs. A Travel Request must be submitted, and receipts are required for all toll and gasoline reimbursements.
Lodging

Hotel charges exceeding $150 per night (excluding tax) require a justification and may be prohibited based on University policy. Travelers should stay four (4) persons to a room. The University requires overnight lodging when individuals are driving over five hundred (500) miles. Hotel invoices must be in the name of the students who have submitted Travel Request to be reimbursed. Invoices should clearly indicate the student’s name, a $0 balance, and show payment method: cash, check, credit card (last four digits). SGA/COGS cannot cover any additional hotel expenses (valet parking, room service, additional gratuity).

Please note: SGA Accounting will not reimburse off-campus accounts for travel, or individuals who did not submit a Travel Request and receive prior approval.

International Travel

RSOs wanting to fund International Travel must follow additional policies and procedures outlined by the University for safety and security, as well as fill out additional travel documents prior to submitting requests in Nole Central. To find details about all international travel requirements visit [http://global.fsu.edu/Travel-Policy/Student-Travel-Policy](http://global.fsu.edu/Travel-Policy/Student-Travel-Policy).

RSOs wanting to fund International Travel should visit the SGA Accounting Office at least sixty (60) school days prior to their trip to ensure they have time to submit the proper documents with the University.

Receiving a Travel Reimbursement

Students who are receiving reimbursement for their RSO’s travel must follow the policies and guidelines outlined above. It is necessary for any student who will be receiving a reimbursement to complete the Travel Request in Nole Central at least thirty (30) days prior to travel.

Please note: The University must have proof of payment by the individual who is being reimbursed – their name must be on the invoice and attached to the method of payment for SGA Accounting to process the request.

Students are encouraged to pay close attention to their email (and email clutter) prior to and after the trip to ensure they approve the necessary documents electronically. SGA Accounting will use the telephone and email information provided by students on the Group Travel Roster and Travel Request, so please ensure this information is accurate.

Students must submit receipts to the [SGA Funding Evaluation Receipt Submission Qualtrics](http://global.fsu.edu/Travel-Policy/Student-Travel-Policy) within ten (10) days of the trip in order for the reimbursement to occur. This can include any receipts for flights, lodging, gas, tolls, parking, registration fees, a conference agenda as long as such requests have been submitted and approved prior the trip in Nole Central in the process outlined above. Please note: travelers who do not submit receipts within thirty (30) days of travel may become ineligible for reimbursement and their request cancelled.

Once documents are processed and the student approves their Expense Report electronically, the University will work to reimburse the student by sending a check to the address they confirmed prior to the trip. This process can take up to one month, so SGA Accounting encourages students to submit their receipts as soon as possible.
Now that you have reviewed the SGA Financial Manual you are ready to become Financially Certified!

Please take the Financial Certification Exam online. Any student may take the exam; to pass you must score eighty (80) out of one hundred (100). You will receive an email from the exam stating that your scores were received immediately after taking the test, and an email from SGA Accounting within 2 school days of the exam with your score.

RSOs must submit an SGA Statement of Understanding Authorized Signer Form for their RSO Director/President, financial officer, another executive board member, and advisor. All students on the SGA Statement of Understanding Authorized Signer Form must be financially certified. Forms can be brought to SGA Accounting in Room 209 of the Student Activities Building in the Oglesby Union or emailed to sgaaccounting@fsu.edu

Questions & Support

The SGA/COGS Financial Manual is created to assist you in maneuvering the many procedures and processes required to utilize A&S funds. The information outlined above allows SGA Accounting to help you receive resources, follow local, state, and federal law, and adhere to SGA and University policies. It is important to have everything documented in writing to provide verifiable documentation and ensure companies and individuals are paid in a timely fashion. Receipts, student travel information, and completed invoices are necessary for payment and auditing purposes.

SGA Accounting is here to answer any questions and discuss an RSO’s needs. Please visit SGA Accounting in the Oglesby Union, Room 209 of the Student Activities Building (above the Art Center) for more information. SGA Accounting is open from 8:00am to 5:00pm, Monday through Friday. Call us at (850) 644-0940 or (850) 644-7166 if you need anything or have any questions.

Remember that all relevant Purchase and Travel Request information as well as “How To” forms are available at http://sga.fsu.edu/accounting.shtml