

**Authorized Student Government Statement
Signature List Fiscal Year 2016-17**

Organization Name: _____

“The undersigned herein designated as (name of office held or name of organization) fully understands the Student Government Finance Code, which applies to all funds allocated by Student Government. Furthermore, the undersigned agrees to abide by all policies and procedures for expending such funds. Finally, the undersigned understands that any violation of the Finance Code will be prosecuted to the fullest extent of the law. (Chapter 801 Section 801.5, Student Government Finance Code)

President/Treasurer

Position	Printed Name	Signature	Phone Number	Email Address

Alternate Signature

Position	Printed Name	Signature	Phone Number	Email Address

Organization Advisor

Position	Printed Name	Signature	Phone Number	Email Address

The President and Treasurer of the organization must complete this form and email it to sgaccounting@fsu.edu. Without exception, all expenditure and travel forms are to be submitted online to SGA Accounting (COGS for graduate organizations) for approval and processing within the timeframe required in the SGA Financial Manual. All the necessary fields must be typed and have two designated authorized signatures.

There will be no personal reimbursements to any member of any organization that paid for goods, services or travel prior to obtaining proper approval from SGA regardless of the situation. Please feel free to contact the SGA Accounting/COGS office if any doubt arises regarding proper procedures. The SGA telephone numbers are 644-0940 and 644-7166, and COGS is 644-6950. The SGA web page address is <http://sga.fsu.edu>.

Prior to spending any funds, your organization must be currently recognized by the Student Activities Center.