Welcome to Student Government

We are happy to welcome you to the world of student government spending. If you are reading this, then you and your organization are on your way to spending your Student Government Association (SGA) allocation!

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 $13,780,000. The yearly budget directly funds the Oglesby Union, Campus Recreation, SGA agencies, bureaus, affiliated projects, funding boards 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 must be spent to benefit the student body.**

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. The SGA Accounting Office is in A209 Oglesby Union.

With warm regards,

SGA Accounting and Advising

---

**Danielle Morgan Acosta**
Director of Student Affairs
dmacosta@fsu.edu
(850) 644-4609

**Kim Dicks**
Business Manager of Student Affairs
kdicks@fsu.edu
(850) 644-6914

**Ben Young**
Designer Web/Print
byoung@fsu.edu
(850) 644-0089

**Priscilla Jean-Louis**
Accounting Representative
pjeanlouis@fsu.edu
(850) 644-0940

**Tony Nguyen**
Media Specialist
tmnguyen@fsu.edu
(850) 645-0160

**Rosalind Sapp**
Accounting Representative
rsapp@fsu.edu
(850) 644-7166

**Josh Kinchen**
Student Program Coordinator
jkinchen@fsu.edu
(850) 645-0908

**Whitney Brown**
COGS Program Associate
wnbrown@fsu.edu
(850) 644-6950

**Mattie Durham**
SGA Administration Senate Program Assistant
mdurham@fsu.edu
(850) 644-1814

**Carolyn Harris**
Student Program Coordinator
cjharris@fsu.edu
(850) 644-4850

**Carolyn Cox**
Executive Branch Program Assistant
ccox@fsu.edu
(850) 644-0078
# Table of Contents

**Introduction**
- SGA Financial Manual................................. 4
- Overview of Student Government Association ........................................... 4
- About the Student Body Treasurer .................. 5
- When to go to Student Senate.......................... 6

**Funding**
- Overview of the Funding Board/Committees (PAC, RTAC, SAP) .................. 7
- Overview of the Allocation Committee Process ......................................... 7
- Your A&S Fee Recipient Responsibilities ............................................. 8

**Submitting Your Purchase Request**
- Using NOLE Central ........................................ 8
- Creating a Request ......................................... 8
- Different Types of Purchase Orders .................................................. 9
- FSU Procurement Services
  - Vendor Relations ........................................ 9
- Overview of the Purchasing Process .................................................. 10
- Purchase Request Timeline ....................................................... 10
- Ordering from Potential Vendors .................................................. 11
- Ordering from Existing Vendors ...................................................... 11
- Advertising Your Events with Student Publications ................................ 12
- Designing and Hosting Organizational Websites .................................... 13
- Event Co-Sponsorship .............................................. 13
- Event Planning, Permits, or Questions ........................................... 13
- Hosting Games of Chance .............................................. 13
- Renting Inflatables ................................................. 14

**Travel**
- General Travel Information ........................................ 15
- How to Submit Your Travel Forms ............................................. 15
- Your Travel Request Form .............................................. 15
- Travel Roster Form for Groups ............................................ 15
- Registration Form for Conferences ........................................... 16
- Receiving Travel Reimbursement .............................................. 16
- Renting a Car through Enterprise or National .................................... 17
- Summary of Travel Paperwork ............................................. 18
- Your Travel Guide .................................................... 18

**Conclusion** ...................................................... 18

- Public Performance Rights for Copyrighted Video Recordings .................. 14
- Prohibited Purchases .............................................. 14
- Spending Rules and Regulations .............................................. 14
- Last Chance to Spend Funds ........................................... 15
Introduction

SGA Financial Manual

The policies and procedures outlined in this manual are a compilation of the rules and laws that govern the operation of SGA finance. Florida statutes, the Florida State University Handbook on Business Procedures, and the Constitution and Statutes of the Florida State University Student Body provide the authority and contain the laws that support these policies and procedures. These statutes must be strictly adhered to and will be vigorously enforced.

Title VIII, chapter 800 of the student body statutes, contains the finance code, which may be found online at http://sga.fsu.edu and defines the standards of financial accountability and fiscal management that the Student Government Association has established as an objective 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.

Overview of Student Government Association

The Student Government Association is the university-wide governing body representing students in all divisions of the university. The SGA consists of executive, legislative, and judicial branches. For details, visit http://sga.fsu.edu.

The legislative branch is made up of the student senate. Each of the 80 members of the senate represents academic divisions of FSU and works diligently to ensure that all students are heard and their interests are represented. It is the body that Florida law requires allocate the entire annual $13,780,000 budget. Senators sponsor bills to appropriate funds, adopt statutory amendments and revisions, and approve constitutional amendments for the student body electoral process.

Senate elections are held in the fall and spring semesters on the sixth, seventh or eighth week of classes.
The Office of the Student Body Treasurer is an administrative support office responsible for providing information to all student organizations, executive agencies, bureaus and funding boards. Expenditures drawn by agencies, bureaus, branches, and recognized student organizations from A&S monies must be reviewed and approved by the treasurer. The treasurer has up to 48 hours to review and approve or reject such expenditure. If any expenditure is rejected (vetoed), it must have the approval and signature of the student body president.

The student body treasurer may reject requests for any expenditure deemed fiscally irresponsible. Any expenditure rejected by the treasurer may be appealed to the student body president or the senate finance committee; Chapter 800.5C.

**Reasons for rejections include, but are not limited to:**

- 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;
- Any unclassifiable expenditure that is deemed irresponsible or excessive.

Upon finding an organization, executive agency, bureau or funding board in violation of the finance code, the student body treasurer, finance committee, senate, or president can freeze an account (excluding the accounts of the senate and student supreme court) for a period not to exceed ten business days.

**Recent vetoes by treasurers:**

- 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 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, such as individualized nametags and other personalized products
- Items or travel which specifically violates budget proviso or statutes
- Polo shirts for individual executive board members

These veto precedents essentially establish policy. The treasurer's job is to interpret statutes and establish policies where legislation leaves gaps. All vetoes may be appealed to the Student Body President and then to the finance committee or senate as a whole.
When to go to Student Senate

Your organization will need to attend a Student Senate meeting if:

• You plan on having a plated dinner
• Your RSO needs money
• Your RSO wants to go on a trip
• You want to spend over $3,000 on a contractual service
• You want to host an event off-campus
• You need money to host a program

Student Academic Programs (SAPs)

SAPs are for special student organizations which generally compete or provide an academic benefit to the student body and are directly associated with a certain college or business. Funding is by line-item for the fiscal year from senate, being a SAP renders the group ineligible to receive funding from RTAC, PAC, and the Organizational Fund.
Funding

Overview of the Funding Board/Committees

The allocation of funds for SGA RSOs is done via a funding board/allocation committee. Organizations which received funds from any A&S funding board or in the annual budget (Bill 2015) shall not be eligible to receive Organizational Funding (OF), Programming Allocations Committee (PAC), or Resources for Travel Allocations Committee (RTAC). These committees are formed to meet only during the fall and spring semesters of the academic year. The purpose of each funding source is:

**Organizational Fund** – will allocate up to $200 and is available to RSOs to start the year on a **first come, first served basis from July 1st through November 30th** (until funds are depleted). Organizational fund monies must follow all SGA rules.

**Prerequisites for RSOs to receive organizational funding are:**

- Organization must have received and expended A&S funding in the previous fiscal year
- Organization must be recognized with Student Activities
- Organization must be financially certified by SGA Accounting

The SGA Accounting staff is charged with ensuring that your organization is qualified. You can apply for this funding online at the SGA Accounting website. The link is [http://sga.fsu.edu/accounting.shtml](http://sga.fsu.edu/accounting.shtml)

**Programming Allocations Committee** – funds allocated to recognized student organizations food, contractual services, and clothing and awards from the expense category. Requests for funding should be submitted at least fifteen (15) business days prior to the event or activity to ensure sufficient time for submitting a request to use funds.

The application can be found online at [http://sga.fsu.edu/pac.shtml](http://sga.fsu.edu/pac.shtml)

**Resource for Travel Allocations Committee** – funds allocated for travel expenses to all recognized student organizations (from the expense category). Organizations can receive up to **$2,000** per fiscal year. Requests for funding should be submitted at least twenty-one (21) business days prior to the travel date to ensure sufficient time for submitting a request to use the funds.

The application can be found online at [http://sga.fsu.edu/rtac.shtml](http://sga.fsu.edu/rtac.shtml)

Overview of the Allocation Committee Process

- Each allocation committee has a one-page request form which must be submitted by **Friday at NOON** outlining where your organization will be spending the requested money.
- Your proposals must include three competitive quotes of costs and supporting information to receive funding
- PAC/RTAC hearings occur at the beginning of each week during the fall and spring semester.
- A financially certified representative from your organization will need to be in attendance at the hearing to answer any questions concerning your request.
- Once hearing is complete, a senator carries the allocation committees’ suggested allocation to senate on Wednesday evening at 7:00 p.m.
- Senate will then decide to allocate, amend, or reject the expenditures.
This funding cycle takes at least a week to complete. If Friday is a holiday, then the funding request must be submitted by the close of business Thursday. The PAC/RTAC process allocates the funding. The organization will then need to follow the process of the purchase/travel request in **NOLE Central** to spend the funds. You must spend the funds in the category requested and proscribed by senate.

Organizations of the graduate level or athletic nature, although still regulated by student statutes, are put under COGS or the Sports Club Distribution Council (SDC) respectively. The guidelines for each are different. For more information for COGS, please visit [http://sga.fsu.edu/cogs-funding.shtml](http://sga.fsu.edu/cogs-funding.shtml) and for more information for the Sports Club Distribution Council (SDC), please visit [http://campusrec.fsu.edu/archive/sportclubs/sportclubprogram.shtml](http://campusrec.fsu.edu/archive/sportclubs/sportclubprogram.shtml)

### Your A&S Fee Recipient Responsibilities

- Every student director/president and financial officer shall be required to complete the Online Financial Certification and the Authorized Statement of Understanding Signature List at [https://fsu.qualtrics.com/SE/?SID=SV_dmTVr8qv50EY0zX](https://fsu.qualtrics.com/SE/?SID=SV_dmTVr8qv50EY0zX)
- Anyone who spends SGA funds is responsible for reading and understanding the SGA Finance Code, Chapter 800 located at [http://sga.fsu.edu/statutes/statutes.pdf](http://sga.fsu.edu/statutes/statutes.pdf)

### Submitting Your Purchase Request

#### Using NOLE Central

The Organization President or Treasurer will be able to log into NOLE Central ([studentgroups.fsu.edu](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 left column will include the organization’s name and different tabs. To create the request, select “Finance” at the bottom of the list. 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.

#### Creating a Request

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.

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.
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 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 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 graphic designers. **Student organization officers ARE NOT authorized to sign ANY contracts** (they are not legal signatories for Florida State University). Therefore a copy of the contract is uploaded to be reviewed 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.**

---

**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 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. The contract information form should be submitted online in NOLE Central to the Accounting Office at least 30 days prior to the event date.

**Paperwork, if hiring an individual or company already setup in the FSU vendor relations file, must be submitted in NOLE Central at least 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 the Purchasing Process

1. Organization submits purchase request form in NOLE Central within the timeline required for the type of purchase
   • Must be complete - organization name and account number, vendor info, signatures, event info, flyer with logos

2. SGA Accounting Office verifies purchasing prerequisites - forms completed correctly, financially certified leaders, budget in place, money in correct category, no outstanding receipts

3. Approvals begin - SGA Treasurer, Business Manager and University Director of Student Affairs

4. Procurement processes the requisition - creates a purchase order
   • Dispatches the purchase order to the vendor
   • Notifies the SGA Accounting Office that it is available

5. SGA Accounting Office emails the purchase orders to the organization requestor or financial officer
   • Updates NOLE Central and Expenditure Tracking with purchase order information

6. Organization prints the purchase order and selects items needed and gives vendor the PO.
   • Organization brings the original receipt/invoice to the SGA Accounting Office within 10 days. Faster is better!

7. SGA Accounting Office receives the invoice and sends receipts to Accounts Payables
   • Uploads the receipt to the Organization’s NOLE Central account

8. The faster we pay these vendors, the more likely they will continue to take purchase orders!

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

After obtaining the goods/services, your organization must submit the receipt or invoice from the vendor to the SGA Accounting Office within 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).

**POTENTIALLY HAZARDOUS FOODS** such as foods that can spoil or need preparation (meats, milk, mayo, packaged luncheon meats, frozen entrees, 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, no www in the front. 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:

| 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).
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.” 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.

<table>
<thead>
<tr>
<th>Screen Printers</th>
<th>Awards/Promotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Press 222-1003</td>
<td>Artistic Glass 663-8185</td>
</tr>
<tr>
<td>Clothesline 877-9171</td>
<td>(Chattahoochee)</td>
</tr>
<tr>
<td>Character Lines 459-9653</td>
<td>Awards for U 656-8445</td>
</tr>
<tr>
<td>T-Formation 574-0122</td>
<td>Gallery Graphics 942-7525</td>
</tr>
<tr>
<td>Garnet and Gold 878-5623</td>
<td></td>
</tr>
</tbody>
</table>

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 SGA funds must have the SGA logo which can be found at http://sga.fsu.edu/logos.shtml; 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
  HP1412A (or HEW1412A) 24”x100’

- Ream of Paper
  0393122 (Office Depot Item Number)
  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.

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”.

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/

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** 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 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](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 chance to spend funds will be **May 31, 2016**. 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 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 Submit Your Travel Forms

Travel Request, Reimbursement, Group Travel Roster, Enterprise or National Rental and Conference Registration are available in the NOLE Central online procedure. Please go to NOLE Central website (https://studentgroups.fsu.edu) and create a purchase request. Follow the directions to complete the required travel forms. Examples of the information required can be found at http://sga.fsu.edu/accounting.shtml to give an idea of the information needed to complete any type travel request.

Your Travel Request Form

- Must be submitted online to the SGA Accounting Office at least 21 business days prior to the trip. This form includes the name of traveler, purpose for travel, benefit to the University, date, time and place of the conference or meetings. Traveler must include an emergency contact.
- Must have traveler's as well as two authorized officers' signatures and list of items to be reimbursed
- Every traveler being reimbursed needs a form completed
- If all expenses are being charged to the SGA T-card, the organization can designate one of the travelers to complete this form

Travel Roster Form for Groups

- Used when there is a group (more than one) traveling, but NOT all travelers are being reimbursed for expenses
- Requires names and signatures of all traveling
- Has columns for airline ticket number, Enterprise or National driver reservation number
- Has a column identifying student (S) or employee (E). If the person gets a paycheck (GA, TA, RA, etc.) from FSU, he or she is an employee. Mark the (E).
Registration Form for Conferences

• Used for advance registrations. Payment will be made directly from your account.
• If conference name is not in in the FSU vendor file, the organization must complete a vendor authentication form located on the Controller's website http://controller.vpfa.fsu.edu/Controller-Forms. Please call or come by if you have questions.
• The appropriate paperwork must be submitted online to SGA Accounting Office at least 30 business days prior to the registration due date. Registration cannot be paid more than 30 days prior to the early-bird or regular registration deadline or conference begins date.
• A completed registration form from the conference and information detailing the registration due date and cost must be submitted along with an SGA Conference Registration form online.

Receiving Travel Reimbursement

If the travel receipts are not received within 30 days after the traveler returns, the travel request will be canceled without notice, revoking your right to any reimbursement

• Submit receipts within 30 days of the traveler's return to SGA Accounting.
• Previously estimated expenses may now be adjusted to reflect actual receipts (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 $200 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 OWN automobile is driven and is reimbursed at $0.445/mile for gasoline and wear-and-tear. Gasoline receipts are handy to show you drove but are not reimbursed.
• Rental cars (see the section on Enterprise or National cars) are charged to the SGA travel card and the cost is paid directly from your account.
• 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. Travel needs to see 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.
• Incidents
  • Taxis, shuttles, subway, bus - receipt required if expense > $25/ride
  • Taxis maximum reimbursable tip of 15%
  • Parking, tolls - receipt required for instances > $25
  • Portage of bags limited to $1 per bag, per occurrence (5 bag maximum)

Use of a Single Motor 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 a QUOTE by calling 1-877-690-0064 (Enterprise Reservations), reference the state contract number, “XZ55622” and whatever class vehicle you qualify for compact car or a full-size car or van with justification. Please note the contract does not allow for a “Premium Vehicle”. Submit the Enterprise or National rental request form along with the quote and justifications (if necessary) online at NOLE Central. We will make the reservation and charge it to your organization. Never call and change any portion of the contract – that will nullify it.

- Only the student who is listed as the traveler on the form 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.

Summary of Travel Paperwork

Forms to be submitted online in NOLE Central prior to the trip:

Travel Request Form: If you are traveling and being reimbursed, you must complete a travel request form and submitted 21 business days prior to commencing travel.

Travel Request for T-CARD Charges: If you are traveling and authorized expenses are being charged to the SGA T-Card, you must complete a travel request for T-card charges form and submit it online in NOLE Central 21 business days prior to commencing. This form must be used when renting from Enterprise or National.

Registration Payment Request: If you want the university to make a direct pay to the conference for your registration, the payee must either be in the vendor file or willing to complete the FSU vendor authentication form available on the Procurement Services website under Payables & Procurement Services https://controllervpfa.ezadmin.fsu.edu/Controller-Forms . Please note copy of their completed form attached to your SGA registration payment request will assist in the processing. If you have questions about the vendor process, just ask/come see us. We can look up vendors to give you their status.

The organization must complete and submit the SGA Registration Payment Request form online in NOLE Central and attach the completed conference/convention official registration form for the conference/convention 30 days prior to the registration due date with the initial Travel Request form if you are claiming other travel expenses.

Group Travel Roster: If more than one student is traveling, please upload a group travel roster with the initial travel request form.

Forms to be submitted after the trip within 30 days:

All receipts of reimbursable items such as, airline receipts, lodging, gas, tolls, parking, registration fees, a conference agenda or program, etc. must be emailed or brought into SGA Accounting, Union A209 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)**
- The vehicle is automatically covered under the contract insurance. If involved in an accident, be sure to mark “business” under the purpose of the trip on the accident report.
- Never use GPS or plate/sun pass. 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.) This will negate the contract and insurance coverage.
- 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 own vehicle**
- *The vehicle is covered under YOUR 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)

**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, etc.), room service, etc.)
- Tips or gratuities
- ANY unauthorized expenditure

**Conclusion**

The procedures are there to provide a verifiable paper trail. We have to have that for auditing purposes. Remember we are here to help you. Call us at (850) 644-0940 or (850) 644-7166 if you need anything or have any questions. The SGA Accounting Office hours are from 8:00am to 5:00pm.

Items to submit online to sgaaccounting@fsu.edu to complete Financial Certification:
- Authorized Statement of Understanding Signature List
- Financial test (for president, financial officer and alternate)

Remember that sample forms are available at http://sga.fsu.edu/accounting.shtml.