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

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

With Warm Regards,
The COGS/SGA Accounting and Advising Staff and COGS Officers

Welcome to COGS Funding

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# Introduction

## COGS Financial Manual

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

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

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

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

## Student Government Association and the Congress of Graduate Students

[COGS Financial Manual](http://sga.fsu.edu) - Introduction

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

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

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

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

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

Reasons for rejections include, but are not limited to:

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

**Recent vetoes by the COGS Officers:**

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

These veto precedents essentially establish policy. The job of the Deputy Speaker for Finance is to interpret statutes and establish policies where legislation leaves gaps. All vetoes may be appealed to the COGS Speaker or to the Congress as a whole.
Finally, your organization president and financial officer must complete the financial certification packet. The financial certification packet includes the financial test for each authorized signatory, Authorized Statement of Understanding Signature List and Student Activities Organization roster. The packet should be emailed to sgaaccounting@fsu.edu. If, at any time during the fiscal year, the officers or authorized signatures change, these forms must be updated, and the new officers/authorized signatories must complete the on-line financial training. Links are available on the COGS website. We strongly encourage each organization to have an additional officer to be certified and listed as an authorized signatory.

About A&S Fees

Students pay $12.86 in activity and service fees (A&S) for every hour in which they are enrolled. This money then goes into an account and as required by law is allocated by the Student Government Association. The total budget for this year is $13,780,000. The yearly budget directly funds the Oglesby Union, Campus Recreation, SGA agencies, bureaus, affiliated projects, funding boards, College Leadership Councils and the Congress of Graduate Students. Funding boards sub-allocate to recognized student organizations (RSOs). Please remember these funds are allocated to your organization to help it fulfill its mission. These are student dollars and not your personal accounts. By law, these funds are to be spent to benefit the student body.
Funding Overview of the Funding Boards/Councils

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

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

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

Boards

COGS Assembly

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

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

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

COGS Supplemental Allocations Council

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

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

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

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

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

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

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

Submit your request through the COGS website at http://sga.fsu.edu/cogs. Please contact the LSC Chair if you have any questions. Law School Council Website: http://www.law.fsu.edu/current_students/organizations/lawschoolcouncil/index.html

Medical School Council

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

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

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

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

Annual Budget

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

COGS Presentation and Attendance Grants

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

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

Please visit http://sga.fsu.edu/cogs for a full list of guidelines for Presentation and Attendance grants.
How to Request Funding

All funding requests, except for the annual budget, may be made at the COGS website. The President and Financial Officer of an organization can place the request on the website on http://sga.fsu.edu/cogs, follow the “Funding” tab, and fill out the COGS Organizations Request/Allocation Form.

A&S Budgets and Budgetary Categories

SGA recognizes seven budget categories. They are as follows:

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

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

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

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

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

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

Budget Amendment

Graduate RSOs may only move money between budgetary categories with the mutual approval of the COGS Speaker or Deputy Speaker for Finance, the chairperson of the RSO’s funding board (LSC or MSC), and the president and financial officer of the RSO within which the funds are being transferred.

Any transfer within an RSO that moves more than $50 FROM contractual services to any other category, or that moves more than $50 TO food, requires the approval from the COGS Speaker AND Deputy Speaker for Finance.

Self-Generated Funds

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

Using NOLE Central

Please go to NOLE Central website (https://studentgroups.fsu.edu) and follow the directions to complete a Purchase Request, Contractual Request, Travel Request, or Interdepartmental Request. Examples of the information required have been posted on the COGS website to give an idea of the information needed to complete any type request.

The Organization President or Treasurer will be able to log into NOLE Central (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.

The page for purchase request is segmented into several sections for different types of requests. Please pay attention to the headings. Fill out the applicable sections completely, but you may skip the sections that are not applicable to your request.

Creating a Request

Your organization’s COGS 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 the Procurement Department to request that the vendor provide goods or services in accordance with the terms and conditions listed on the purchase order documents. If the vendor accepts the offer, it becomes a legal contract binding on both parties. The vendor may accept the offer verbally, in writing, or by taking some action in response to the offer, such as shipment. In the case of a purchase order issued as the result of a competitive solicitation, the issuance of the purchase order creates a binding contract based on the vendor’s response to the competitive solicitation.

Items purchased for recurring use must be stored on campus and you must be able to present such inventory for audit. For purchases over $6,000 the organization must provide quotes from three different vendors. A request cannot be processed without this information. For example, if an organization wants to rent buses to go out of town, they must provide three quotes from competing vendors. If this information is not given, the FSU purchasing department will reject the request. NOTE: if the vendor is requiring a contract (for inflatable rentals, etc.), you must fill out a contract information form, opposed to a regular purchase request form. But rentals will still come out of your expense budget category. The maximum dollar amount for purchases to any one vendor during the fiscal year is usually $6,000 or less. Special quoting is required if the dollar amount during the fiscal year is greater.
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 attached to ALL contractual service request forms. A contractual service in excess of $3,000 must have COGS approval via resolution prior to submitting the contract information form to the accounting office.
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!

Please see the SGA and COGS website for a step by step tutorial of the Blanket or Line Item application.
http://sga.fsu.edu/acct_forms/sga_financial_purchase_request.pdf

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<thead>
<tr>
<th></th>
<th>Established Vendor</th>
<th>Potential Vendor</th>
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<tbody>
<tr>
<td>Line Item Purchase</td>
<td>15 business days prior to purchase/event date</td>
<td>20 business days prior to purchase/event date</td>
</tr>
<tr>
<td>Blanket Request</td>
<td>15 business days prior to purchase/event date</td>
<td>-</td>
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<tr>
<td>Contractual Service</td>
<td>15 business days prior to purchase/event date</td>
<td>30 business days prior to purchase/event date</td>
</tr>
<tr>
<td>Interdepartmental Requisition (IDR)</td>
<td>15 business days prior to purchase/event date</td>
<td>-</td>
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<tr>
<td>Non-U.S. Citizen / Non-resident Alien</td>
<td>-</td>
<td>30 business days prior to purchase/event date</td>
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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 COGS logo, which can be found on the COGS website [http://sga.fsu.edu/logos.shtml](http://sga.fsu.edu/logos.shtml). T-shirts must include the SGA and COGS logos or the phrase “Paid for by SGA/COGS” or “Funded in part by SGA/COGS.” If you choose to include the COGS logo the shirts must be purchased from a university licensed vendor. If you choose one of the phrases, the shirts can be purchased from any vendor as long as the vendor accepts purchase orders.

### Screen Printers
- Full Press: 222-1003
- Clothesline: 877-9171
- Character Lines: 459-9653
- T-Formation: 574-0122
- Garnet and Gold: 878-5623

### Awards/Promotional Items
- Artistic Glass: 663-8185
- Awards for U: 656-8445
- Gallery Graphics: 942-7525

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

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

All printed materials using COGS funds must have the COGS logo which can be found on the COGS website [http://sga.fsu.edu/logos.shtml](http://sga.fsu.edu/logos.shtml)

### Catering, Restaurant, and other Food

Use Line Item and attach a quote when using catering vendors. Any service, setup fee or delivery charge for catering will be charged to your food category. For any Line Item order, make sure your receipt reflects your PO accurately.

**Partial list of catering vendors** - 1 Fresh Restaurant, PoBoy's, Applebee’s, Aramark, Bahn Thai, Canopy Road Café, Heavenly Catering, Honey Baked Ham, Moe’s, Sonny’s, Jim and Milt’s BBQ, Black Bean, Gordo’s, Samrat, Simmer Down Island Cafe, G&G’s Caribbean, Fusion, Carrabba’s, China Delight, China First, China Super Buffet, Far East Cuisine, Harry’s Grill, Sahara’s Greek and Lebanese Café, Capt Pete’s House of Gyros, Golden Corral, Red Elephant, Bella Bella, Little Italy, The Cake Shop, Donut Kingdom, Tasty Pastry, Bagel Bagel, Bagelhead, Bruegger’s Bagels, Einstein’s Bagels, Atlanta Bread Company, Chick-Fil-A, Firehouse Subs, Subway, Larry’s Subs, Fat Sandwich, Hobbit’s Hoagies, Kosta’s Subs, Jimmy Johns, RolyPoly, Crispers, Pita Pit, Pitaria, Papa Johns, Gumby’s, Hungry Howies, Dominos, Bari’s Pizza, Momos, Decent Pizza, Mr. Roboto’s.
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:

<table>
<thead>
<tr>
<th>Roll of Paper</th>
<th>Ream of Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP1412A (or HEW1412A) 24”x100’</td>
<td>0393122 (Office Depot Item Number) 8.5”x11”, 500 sheets Hammermill Premium Multipurpose Paper (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.

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](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](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/COGS”.

Event Planning, Permits, or Questions

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

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

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

Hosting Games of Chance

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

Renting Inflatables

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

Public Performance Rights for Copyrighted Video Recordings

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

Building Services

FSU Building Services provides the setup of tables and chairs for on-campus events. The charge for this service is determined by the number of chairs, tables, and other items provided. RSOs are not authorized to use their SGA department ID (account number) without obtaining approval from the SGA Accounting Office. Approval requires sufficient funding and submission of the appropriate form to SGA Accounting. Once approved, the SGA Accounting Office will make the request to FSU Building Services for the setup. If your event is at the Union, please check availability of tables and chairs with Guest Services. The Union usually provides this service free of charge.
Prohibited Purchases

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

Spending Rules and Regulations

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

- **802.4 Accessibility of Meetings & Events** (Cannot charge FSU students, events cannot be in a private home, must be advertised)
- **802.5 Limitation on Outside (non-FSU) Benefits** (Cannot use for political activities, nor for community benefit nor donations)
- **802.6 Acknowledgment of SGA Funding** (Must use SGA logo or statement on all [http://sga.fsu.edu/logos.shtml](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** (All receipts must be turned in within ten (10) business days to the Accounting Office or future requisitions will not be approved.)
- **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 COGS speaker must approve the detailed travel plans, and funds must be available in your organization’s expense category. If two or more students from the same organization are traveling to the same conference/competition, only those responsible for the out-of-pocket expenses are required to complete a travel request form. However, a group travel roster showing the names and signatures of all students going on the trip must be attached to the travel request. COGS 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 completing the travel reimbursement form.

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/COGS Accounting Office at least 21 business days prior to the trip
• Must have traveler’s as well as two authorized officers’ signatures
• Every traveler being reimbursed has to complete this form
• If all expenses are being charged to the SGA Travel 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 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.
- Incidentals
  - Taxis, shuttles, subway, bus - receipt required if expense > $25/fare
  - 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)
- Previously estimated expenses may now be adjusted to reflect actual receipts (can be less than estimated, but cannot exceed the amount approved. Meals (not covered by conference or convention fees) will be paid up to the state rate. No one, whether traveling in state or out of state, shall be reimbursed for any meal or lodging that is included in a convention or conference registration fee that is paid by the A&S funding. Receipts are required if one person is paying the meals for the blanket travel.
  - Breakfast - $6.00 (travel starts before 6:00am or ends beyond 8:00am)
  - Lunch - $11.00 (travel starts before noon or ends beyond 2:00pm)
  - Dinner - $19.00 (travel starts before 6:00pm or ends beyond 8:00pm)

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](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](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

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

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