FLORIDA STATE UNIVERSITY

Recognized Student Organization

FINANCIAL MANUAL
2018 - 2019
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INTRODUCTION

Financial Manual

Welcome to the FSU Financial Manual! This booklet outlines resources, procedures, guidelines, and information about how to be a great steward of organizational funds. Review of the Financial Manual and successful completion of the Financial Certification Exam is required for student organizations to be recognized by Florida State University and to be able to request and spend funds through the Student Government Association and Congress of Graduate Students. It is recommended that all executive board members review and understand the Financial Manual.

In the pages below, you will find tips on how to manage your organization’s money, including any off-campus accounts. There are details regarding what you need to request, spend, and utilize activity & service (A&S) fee funds from the Student Government Association (SGA), Congress of Graduate Students (COGS), and Campus Recreation Sports Clubs. This document is a compilation of Florida state law, University policies, Student Government Constitution and Statutes, and the Congress of Graduate Students (COGS) Code!

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

Nole Central

Nole Central https://studentgroups.fsu.edu is FSU’s go to place for recognized student organization resources including, membership lists, event permitting and promotion, financial management tools, document storage, officer elections, and much more. Nole Central is also how your organization is able to access and utilize SGA & COGS funds. All RSOs exist in Nole Central and have administrative abilities.

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

The Finance section of Nole Central is your organization’s on-campus account. Under “accounts” you will find the funds available to your organization once acquired through the SGA and COGS processes.

Should your organization acquire funds through SGA or COGS, you will enter Purchase Requests through Nole Central to gain the necessary approvals and then you are emailed a purchase order to make your payment, or the necessary documents to sign for your travel reimbursement. All your accounting takes place in Nole Central, and only pre-approved purchases that are entered in Nole Central can be paid by SGA/COGS! We encourage you to use this practice in your off-campus accounts as well!
RSO MONEY MANAGEMENT

Student Organization Financial Management
Responsibilities & Guidelines

Many student organizations have bank accounts off campus through which they conduct their business. Other organizations have access to funds through the University and Nole Central when receiving funding from SGA or COGS. When receiving Activity & Service fee funds from SGA, COGS, or Campus Rec Sports Clubs, RSOs must follow University processes as outlined in the Financial Manual. In other instances, an off-campus account can be beneficial, should an organization have funds that need to be deposited such as dues, revenue from events, fundraising, or donations.

Strong financial management, combined with adequate resources, are essential elements that can go a long way toward achieving organizational goals. To emphasize the importance of strong financial controls and maintenance of records, we encourage organizations to adhere to the best practices related to student organization finances.

Officer Responsibilities

RSOs are responsible for their own finances and financial records. The University will provide guidance, if needed, but the responsibility rests with the officers of the student organization. To maintain good financial control, it is necessary for more than one person to hold responsibility for financial transactions.

Student organizations should maintain records to share with members and their advisors, and two current students in the organization should always have access to funds and be listed as names on the account. Guidelines regarding off-campus bank accounts should be documented in organizational processes, procedures, and constitutions. Student leaders should understand how to access off-campus organizational funds, share information with members at meetings, and keep records of all deposits and spending regularly. As good stewards of organizational funds, it is critical to make financial decisions based on your organization’s mission, vision, and goals; to communicate often, and to have a transition plan for the next group of leaders.

Advisor Responsibilities

Advisor responsibilities regarding organizational finances include the following:

- Be knowledgeable of organization’s finances and financial procedures as well as the University’s policies and procedures;
- Review monthly banking statements with the Primary Contact/President and Treasurer/Financial Officer on a regular basis;
- Challenge students to make budget and expenditure decisions that best reflect the mission and purpose of their organization; and
- Hold financial officers as well as the membership of the organization accountable for proactive and sound financial management.
Officer Transition Plan

When you are no longer associated with the student organization, due to graduation or any other reason, be sure to communicate with the bank and have your personal information removed from any accounts.

Failure to update the accounts can leave you responsible for financial obligations with the bank. Also, transferring your account status to a current organization member ensures a smooth transition for the organization. Be sure to research what your bank needs to transition the names on the account and schedule a time for the outgoing and incoming representatives to make the changes.

TIPS TO SUCCESSFUL FINANCE MANAGEMENT

♦ Create a budget, save receipts and track spending and share with organization members and advisor
♦ Meet with advisor or Student Activities to develop an internal approval process for all organization spending
♦ Maintain monthly reports that the treasurer can share with the organization members and advisor
♦ Have 2 signatures on the account
♦ Coordinate separation of duties, so someone is managing the records while others are spending funds according to organization decisions
♦ Create a transition plan to update financial information when officers transition
♦ Have a semester meeting with entire organization going over organization finances
♦ Keep a receipt book when collecting dues
♦ Make sure to have a witness when counting and depositing funds (this can be dues or fundraised monies)

Budgeting

Creating a budget for your RSO is great way to help your organization use funds efficiently and appropriately. A budget plan is a tool to help plan and track organizational funds. A budget can also be a guideline describing future organizational goals regarding finances within a set period of time, and can serve as a detailed statement of the organization’s estimated income and expenses. Budgets can be used to communicate with organizational membership, keep historical documentation, and aide with effectively managing your time and resources.

TIPS TO DEVELOPING A BUDGET PLAN

♦ Review organization’s available funds and reasonable projections for the upcoming year
♦ Prepare an outline of organizational annual events and planned or goal activities for the upcoming year
♦ Rank events and programs in order by their relative importance
♦ Collect price quotes for big expenditures
♦ Set up categories for expenses and outline projected numbers per category, remember to include some flexibility
♦ Keep an accurate log of all transactions
♦ Share the balance of each budget category at organizational meetings
♦ Assess the budget regularly and adjust when necessary
Guidelines for Off-Campus Bank Accounts

Student Activities recommends that organizations adopt the following measures to insure good financial management and practice for off-campus banking.

♦ **Monthly Reconciliation of Bank Statements:** The Treasurer should maintain expenditure and deposit records to allow for a monthly comparison (reconciliation) to the bank statement (in some cases this is an online process with the bank). Document and resolve all differences.

♦ **Formal Financial Report:** Depending on the complexity of the student organization, the Treasurer should make no less than one formal report each semester to the other officers and members of the organization. The report should be reviewed and approved by the organization’s members.

♦ **Double Endorsement of Expenses:** Requiring two signatures on checks adds an additional control which may help prevent check purchases being made without the consent of a second student organization officer.

♦ **Name of the organization’s Primary Contact/President on ATM/Debit Cards:** Having the name of the Primary Contact/President on the organization’s ATM/Debit Card and only allowing one card for the organization allows for better accountability of the expenditure of the organization’s funds.

♦ **Documentation for ATM and Debit Card Transactions:** Student organizations should limit the use of ATM and debit cards since they rarely provide the paper trail that is helpful in accounting.
  - The use of an ATM to withdraw cash to purchase supplies is strongly discouraged, as it is more difficult to track funds, and provide historical reports to future leaders. If cash purchases are made, receipts must be submitted to account for the cash that was withdrawn from the organization’s account for the purchases.
  - All organizational purchases should include paid invoices, itemized receipts, and other appropriate paperwork that is stored with the RSO’s financial officer.
  - ATM and debit cards can be used for any legitimate organizational purposes including purchasing on-line merchandise or to provide a deposit for a service. It is important for those using the ATM/Debit card to turn in itemized receipts and other appropriate paperwork for proof of items/services purchased.

♦ **Separate Financial Duties:** The Treasurer/financial officer should not make purchases on behalf of the organization or have access to an ATM or check card. If so, another person needs to reconcile the bank statements to ensure an appropriate system of checks and balances for financial transactions and reconciliation.

♦ **Keep records public to Officers, Members and Advisors:** Purposeful mismanagement of funds is difficult to conceal when financial records are made public or readily available to the student organization’s officers, members and advisors. Public records allow organization representatives to question all expenses, which helps ensure generally accepted use of the organization’s resources and protects against misuse of funds.

♦ **Define Consequences for Misuse of Funds:** It is important to address misuse of funds (i.e. embezzlement) in the organization’s Constitution and By-laws. Some items to include:
  - Definitions
  - Methods for monitoring bank accounts
  - Consequences for violating policies, including legal ramifications
♦ **Transition:** Have officers remove personal information from bank accounts and change online banking passwords during officer transitions
  - When an officer is no longer associated with the student organization (due to graduation or any other reason) be sure to communicate with the bank and have their personal information removed from any accounts.
  - Transferring account status to a current organization officer ensures a smooth transition for the organization.
  - It is very important for security purposes to change the organization’s online banking passwords as part of the officer transition process.

♦ **Student Organization Tax Filing Requirements:** Student organizations are viewed as legally distinct from Florida State University and must independently comply with federal and state tax laws, including various filing requirements.

### Opening an Off-Campus Bank Account

RSOs may decide their organization needs to have an off-campus bank account to conduct business effectively. There are many local banks that student organizations have set up off-campus bank accounts with previously.

#### THINGS TO CONSIDER BEFORE OPENING AN ACCOUNT

- Checking – Is it free? Cost of checks? How many signers will be on the account? Who will have access to account’s information?
- ATM cards – who will have them, how many? How will these be passed down to new officers? Who will pick PIN?
- How many transactions are permitted during a month without cost?
- Is there a required minimum balance?

To set up an off-campus account, there are a few things an organization will need to do:

1. **Establish a permanent on-campus address**
   - To set up an off-campus account, the bank will need a place to send an RSO mail. Student Activities can assist organization’s in obtaining an on-campus address, and provide RSOs with an on-campus mailbox. Some organizations may also use an advisor’s office address or the address of the department the organization is affiliated with. A student officer should visit with Student Activities to obtain on-campus address information.

2. **Request a Federal Employers’ ID Number (EIN number), also referred to as a Tax ID Number (TIN or FEID#)**
   - The government requires each organization to have a unique identifying number. The EIN number is similar to an individual’s social security number. This number is used to identify the organization for tax purposes with the IRS.

3. **Visit a local bank or credit union to establish the account**
   - Don’t forget to bring a copy of the organization’s IRS EIN letter and the letter from Student Activities regarding the on-campus address
   - Make sure that 2 current student officers are listed as signatures on the account
REQUESTING AS EIN NUMBER ONLINE

Complete this online application and obtain the EIN number (print or save for your records):

2. Begin Application
3. Click “View Additional Types, Including Tax-Exempt and Governmental Organizations’ and click continue
4. Click “PTA/PTO or School Organization” and click continue
5. Choose “I am a responsible and duly authorized officer or member of this organization”
6. Type the permanent address your organization is using
7. Legal name of PTA/PTO/School Organization is the organization’s name, County is Leon County

Remember Florida State or FSU must come at the end of any RSO’s name
Example: Dance Marathon at FSU is allowed but FSU Dance Marathon is NOT!

8. Select NO for all the options
9. Click Other and click continue and then click “Organization”
10. Select the category that best describes the RSO. Example: Dance Marathon at FSU would select Fundraising and specify: “Raise funds for local Children’s Miracle Network Hospitals and Pediatric Outreach Programs”
11. Click receive letter online, review information and submit!
12. If and when the address or individual’s name on the account changes- make sure to update changes to the IRS

Obtaining 501(c)3 Status

Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations, or private operating foundations. RSOs are not covered by the University’s 501(c)3 status when making purchases from their off-campus account.

Please Note: RSOs cannot use the University’s Tax ID number, and individual students should not create organizational bank accounts using their personal Social Security Number!

If a RSO is connected to a nonprofit organization, student officers should work with the large non-profit organization to find out if it is covered under 501(c)3 status.

Should an RSO believe they qualify for non-profit status and seek to apply with the federal government, more information can be found here: http://nonprofit.supportservices.net/a-step-by-step-guide-for-starting-a-501-c-3-nonprofit-organization/.

PLEASE NOTE
Obtaining an EIN number does not mean and RSO becomes an official 501(c)3, or tax exempt, Non-Profit Organization that does not have to pay federal or state taxes.

An RSO with an EIN number will pay taxes on purchases with the off-campus bank account, but may not have to file a tax return.
Responsible Ways to Collect Money

There are several easy ways to collect funds donated to your organization and collected at events. There are some processes that your organization should keep in mind when collecting different types of funds, including cash, checks, or digital fund sharing websites/apps.

EXCHANGING FUNDS

**CASH:** When there is a cash exchange, there should always be 2 people present who use a secure cash box or register to collect funds. Groups should provide a receipt for each purchase, and keep an accurate log of each purchase for their records. If your organization holds an event on campus where cash is begin exchanged, you may be required to have a campus police officer present for safety reasons.

COLLECTING FUNDS

**CASH:** If your organization collects non-mandatory dues or accepts donations, your financial officer should have a clear method for how the money is processed. If you receive cash payments, a receipt should be generated to the person who donated the funds and a copy of the receipt should be kept for internal records. All monies should be deposited into the account within 3-5 business days.

**CHECKS:** If a check is written to your organization, it should be deposited within 3-5 business days. If it is written to the University, it must be deposited to the FSU Foundation. Student organizations with funds in the FSU Foundation should work with SGA Accounting or the Sports Club Program to utilize these funds via reimbursement.

**DIGITAL FUND SHARING APPS/WEBSITES:** If your organization chooses to accept funds through a digital app or website, ensure that the funds are only deposited into the organization’s account and not to a student’s personal account.

MARKET WEDNESDAY

Market Wednesday, a medley of activities that occurs every Wednesday of the semester near the Southside of Moore Auditorium and Rovetta B, is a Florida State tradition! From 10:30am-1:00pm each Wednesday, student organizations, market vendors and the entire FSU community come together!

RSO table reservations can be made online at: [https://nolecentral.dsa.fsu.edu/submitter/form/start/193759](https://nolecentral.dsa.fsu.edu/submitter/form/start/193759) from 10:00am on Thursday until 4:00pm on Tuesday before each Market Wednesday. Once registered, check-in and set-up will begin a 9:30am Wednesday morning.

If your RSO would like to do a bake sale, you will need to complete a food permit with Environmental Health and Safety ([https://safety.fsu.edu/sections/foodeventapproval.php](https://safety.fsu.edu/sections/foodeventapproval.php)) and table with the other RSOs. If your organization would like to sell any items other than food, you must register to table with the vendors at Market Wednesday.

If your RSO is partnering with a local business to offer coupons, discounts, or other promotions, different policies may apply. Please contact the Oglesby Union Guest Services at 850-644-6083 before entering any agreement with off-campus entities.
ACQUIRING FUNDS ON CAMPUS

The Activity & Service Fee

Florida State University students pay a $12.86 activity & service (A&S) fee for every credit hour in which they are enrolled. As required by Florida Statute, the Student Government Association allocates those funds to various entities and student organizations, including Campus Recreation, Oglesby Union, the branches and student organizations of Student Government, Congress of Graduate Students, and a variety of funding boards. To learn more about the 2018-2019 allocated budget, visit http://sga.fsu.edu/archives/69th-Senate/bills/10.11.17-bill2018.pdf.

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

A&S Budgetary Categories

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

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

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

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

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

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

Acquiring funds is only the first step of requesting and paying for purchases and travel with SGA/COGS funds.

Once your funding is secured, you must enter your requests into Nole Central through the Finance tab at the top of your RSOs page.

RSO Funding Resources

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

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

- be recognized through the Student Activities Center,
- complete financial certification through the RSO Recognition process
- and have submitted the SGA Statement of Understanding Authorized Signer Form

Programming Allocation Committee (PAC)

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

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

Contact the PAC Chair here: fsusgapac@gmail.com

Resources for Travel Allocation Committee (RTAC)

RSOs can request funds for travel to conferences, seminars, workshops, meetings or service trips that can aid in covering expenses such as registration, car rental fees, mileage and lodging. Organizations must have three (3) quotes for all proposed purchases, information regarding how the travel benefits the student body, how travelers were selected, and additional revenue sources. Generally, RSOs can come to RTAC twice per fiscal year to request $2000 or less.
All requests must be made **30 school days** prior to the date of travel and submitted online by noon on Friday. Financially certified members of the RSO are expected to attend RTAC, Finance, and Senate meetings and submit their requests in Nole Central the Thursday after Senate if their allocation is approved. Travelers must follow the travel guidelines outlined in the financial manual to be reimbursed. Funds allocated must be spent on the proposed activities and events within 90 days of receiving funds from SGA. Any funds not spent within 90 days are returned to RTAC.

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

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

**Senate Projects**

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

**Organizational Fund**

Any RSO who received SGA funds in 2017-2018 can apply for $200 through the Organizational Fund. These start-up funds are limited and available on a first come, first serve basis from July-November, or until funds are depleted. If you are unclear if your organization received SGA funds last year, please visit SGA Accounting.

**Sport Club Executive Council (SCEC)**

The Sport Club Program receives an allocation from Student Government each year and the Sport Club Executive Council (SCEC) acts as a funding board under Campus Recreation to allocate the money to the member clubs for travel, equipment, and other expenditures. Funds are allocated in the following categories: league membership, facility rental, travel, seminars, equipment, and other. The budget hearings are conducted at the end of the spring semester and the SCEC will determine where the funding goes during the budget deliberations in the spring. Funds are allocated according to the Sport Club Tier System, and particular deadlines, processes, and requirements as communicated by the Sport Club Program must be followed.

Sport Club guidelines, policies, and procedures can be found on the Campus Recreation Sports Club website here [https://campusrec.fsu.edu/sports/clubs](https://campusrec.fsu.edu/sports/clubs)
Graduate Student Organizations Funding Resources

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

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

Congress of Graduate Students (COGS)

The Congress of Graduate Students is the elected body representing graduate student life in SGA. They meet regularly on Mondays to discuss issues concerning graduate students. They allocate funds each year to graduate student organizations and the graduate student attendance and presentation grant program. Throughout the year, graduate student RSOs can request funds from COGS for events, promotional items, and travel. Graduate RSOs should submit the COGS Organizational/Allocation Form on the COGS Website. COGS members will work to have a bill heard at the next COGS Meeting.

Medical School Council (MSC)
RSOs in the College of Medicine request funds through MSC. Contact the MSC Chair or Treasurer for information.

Law School Council (LSC)
RSOs in the College of Law request fund through LSC. Contact the LSC Chair or Treasurer for more information.

SGA & COGS Budgeted RSOs

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

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

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

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

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

Fundraising on Campus

Some fundraisers are allowed on Florida State University’s campus when not using Activity & Service fees. To host a fundraiser on campus, an Event Permit must be submitted in a timely fashion and the event cannot require paid admission in a reserved space. RSOs have the privilege to reserve space on campus free of charge in many locations.

Please Note: If you want to charge students for an event on campus, you will have to pay for your venue space and cannot use A&S funds.

Some fundraiser ideas on campus include:

♦ Sell merchandise or food items while tabling on Landis Green (tip: In the Event Permit, be very detailed regarding what food is being sold, where it is coming from, and how it is being handled. The University must approve any Event Permits prior to an organization selling any items.)

♦ Host a carnival event where students pay for tickets to participate in certain components

♦ Host a coin war competition with different organizations

♦ Promote social media challenges (i.e. Dye hair a certain color when monetary goal is reached)

Please Note: Organizations interested in hosting digital fundraisers are encouraged to work with the FSU Foundation to coordinate a Spark Campaign.

For any questions regarding successfully fundraising on campus, email Julie Fleishman, Student Program Coordinator for Student Activities at jafleishman@fsu.edu.
GENERAL INFORMATION

Planning Events on Campus

Event Permit Process

Events that take place on campus should be registered with the Student Activities Center (SAC) through the Event Permit (EP) process. Event Permits should be submitted through your RSO Nole Central page under the events tab, and are required for most events on campus. This includes any events with over 50 people, that have food, are outside, require physical activity, include contracted artists or performers, movies, animals, admission, etc. The EP process helps to ensure each student event on campus has everything it needs to be successful.

DID YOU KNOW?

Your event permit should be submitted at least 10 business days before your event. Event approvals sometime require additional details, so be sure to plan ahead so you can have a safe and successful event!

One of your main resources for event planning, permits, or questions regarding events is Student Activities Center. 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. You can set up an event consultation to get help with planning, coordinating, and the event permitting process. Contact the SAC staff at (850) 644-6673 to make an appointment for event planning or contact Nick Lang (nlang@fsu.edu), Student Program Coordinator, Student Organization Development & Student Engagement.

Facilities for Events

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

For some outdoor spaces on campus, RSOs may need to pay to have tables and chairs delivered and provided by FSU Building Services. RSOs must have funds allocated prior to requesting such services. RSOs are not authorized to use their FSU DEPT ID (Nole Central Account number) without prior approval from SGA Accounting. To obtain approval, a purchase request must be completed and submitted in Nole Central 15 school days prior to the event date. SGA Accounting staff will place the order for tables and chairs with Building Services https://www.facilities.fsu.edu/requests/specialRequest/prices.php with the proper funding information.

Planning Sustainable Events

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

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

![GREEN EVENT PRINCIPLES]

Visit [https://sustainablecampus.fsu.edu/resources/green-event-guide](https://sustainablecampus.fsu.edu/resources/green-event-guide) or email sustainablecampus@fsu.edu for more information.

**Advertising RSOs with SGA/COGS**

**Events:** RSOs should publicize events on campus at least two weeks prior to the event. Flyers, social media, and websites are excellent opportunities to connect with students.

**Student Publications can help!**
SGA Student Publications [http://sga.fsu.edu/student-pub.shtml](http://sga.fsu.edu/student-pub.shtml) is located in Thagard on the 4th floor. They offer qualifying RSOs artwork design, free color printing of flyers, banners, and newsletters. RSOs willing to engage with the Student Publications processes and procedures and that provide their own supplies can use machines that bind and staple newsletters, manuals, and other publications; laminate signs and publication covers; perforate, crease, and fold such items as invitations and programs; and die-cut invitations and name tags.

RSOs must qualify for A&S funds to utilize SGA Student Publications. This includes, organizations are recognized by the University, adhere to the University non-discrimination policy, and financially certified. SGA Student Publications cannot support events that are fundraisers, held at private residences, or require students to pay a fee to participate in or attend an event.

**Websites:** SGA provides qualified RSOs with assistance in designing websites and hosting them on the SGA server. RSOs recognized by the Student Activities Center can request a meeting with the SGA Web Designer. All websites must follow all FSU Voice and Visual System guidelines [https://unicomm.fsu.edu/brand/](https://unicomm.fsu.edu/brand/), and the site must have the FSU, SGA, and Division of Student Affairs Seals on the front page of the site linking back to the website URLs of the appropriate seal. Please contact Ben Young, byoung@fsu.edu, for more information.

---

**Ben Young**
Designer Web/Print
byoung@fsu.edu
(850) 644-1811
Hosting Games of Chance

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

Public Performance Rights for Copyrighted Video Records

Any RSO publicly showing a movie, DVD, Blu-ray, film, show, or any other copyrighted video recording, must obtain a purchase order for PUBLIC PERFORMANCE RIGHTS fifteen (15) business days prior to showing the copyrighted material. Contact Amie Runk, Program Manager, Askew Student Life Center, at either (850) 644-4504 or arunk@fsu.edu for more information.

DID YOU KNOW?

The ASLC co-sponsors events with RSOs. Contact Amie Runk, arunk@fsu.edu for more details.

Renting Inflatables

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

Waivers

Organizations hosting events that involve any form of risk including, but not limited to, personal injury, weather-related risks, misuse of equipment, illness or harm from food and/or beverage consumption, are required to have all participants complete a “General Release and Waiver of Liability” form. Waivers should also be completed when organizations travel during any RSO sponsored event. All waivers can be found here https://union.fsu.edu/sac/eventplanning/forms-for-events.

University Vendors and Purchasing

Vendors

There are many companies, or vendors, that take Purchase Orders from the University. These vendors have an agreement with the University, and are frequently visited by RSOs, like the Publix on Ocala, T-Formation, or Hungry Howie’s. Existing vendors are the easiest companies to do business with when working with University funds because of this relationship. They may also be helpful to RSOs using off-campus funds because they work with the University so often.

Many of these vendors have existing relationships with the University, so RSOs receiving funds from SGA, COGS, or Campus Rec Sports Clubs may be required to purchases items from them (office supplies from Office Depot, for example).

Please Note: Vendor relationships are important! Please remember to submit information on time and communicate often with vendors to maintain FSU’s reputation!
RSOs are encouraged to visit the University Shopping Guide (https://procurement.fsu.edu/how-buy/shopping-guide) or ask the SGA Accounting Office to check if a company is a vendor in the University system. There are some companies that are not vendors in the system that will NOT accept purchase orders, including: Best Buy, Costco, JoAnn’s Fabrics, Home Depot, Target, Walmart, Party City, Sam’s Club, and Michael’s. You cannot make purchases from these companies with a PO.

There may be a company that you want to work with that is willing to become a vendor after you discuss this opportunity with them. To do this, the vendor must complete University documentation and submit federal reporting information to the university. The RSO should tell the vendor that the company must complete the “FSU Substitute IRS Form W9” located on the Procurement Services website http://procurement.fsu.edu/Forms. Contact the SGA Accounting office if your organization is unsure of the vendor status.

Please Note: A&S funds cannot be used for any purchase requests for vendors not in the system. It is up to you to communicate with the possible vendor about what they need to do prior to submitting your request.

### VENDORS FREQUENTLY USED BY RSOS

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

**Grocery Store Vendors**

RSOs receiving SGA or COGS funding can use a blanket Purchase Order to the above vendors when purchasing grocery items such as food, drink, and paper products (such as napkins and disposable utensils). The Purchase Request at least fifteen (15) business days before you need to make your purchase. For ordering deli or hot food trays, you may have to place your order ahead of time with the company.
Food Service Vendors

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

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

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

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

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

Office Supply Vendor

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

URL: business.officedepot.com
Login name: “FSU NOLES”
Password: GONOLES

RSOs receiving SGA or COGS funding should submit a line item purchase request through Nole Central fifteen (15) business days prior to needing your items. The quote can be an Excel spreadsheet that includes, item numbers, descriptions, price, quantities, and totals. The SGA Accounting Office will place the order using your quote for organizations utilizing SGA/COGS funds and have your items delivered to SGA Accounting office in Thagard 446. You will be alerted when your purchase arrives to SGA and have one week to pick up your materials.

T-Shirt & Promotional Item Vendors

T-shirts and promotional items are a great way to get the word out about your organization. When ordering printed materials, keep in mind that the vendor must have the rights to print licensed logos and/or images. This includes any FSU official logos, seals, and imagery. The vendor may require additional funds associated with printing licensed images.

All promotional items paid for with SGA/COGS funds must have the SGA or COGS logo, http://sga.fsu.edu/logos.shtml. T-shirts must include the SGA logo or the phrase “Paid for by SGA” or “Funded in part by SGA”. Graduate organizations must include the COGS logo or the phrase “Paid for by COGS” or “Funded in part by COGS”. All promotional items purchased with SGA/COGS A&S funds must follow University branding requirements and policies.
When purchasing t-shirts and promotional items, be sure to submit the proof of your project from the company along with your purchase request. Any promotional items that are funded by SGA/COGS or contain university or SGA imagery must be purchased from a licensed vendor and approved by University branding.

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

![Typical T-Shirt Breakdown](image)

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

Printing & Copying

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

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

<table>
<thead>
<tr>
<th>Roll of Paper</th>
<th>Ream of Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP1412A (or HEW1412A)</td>
<td>0393122 (Office Depot Item No.)</td>
</tr>
<tr>
<td>24”x100’</td>
<td>8.5”x11”, 500 sheets</td>
</tr>
<tr>
<td></td>
<td>Hammermill Premium Multipurpose Paper</td>
</tr>
<tr>
<td></td>
<td>(24LB, 97 Brightness)</td>
</tr>
</tbody>
</table>

Both types of paper can be ordered online through Office Depot or picked up from a local store. RSOs are restricted to two rolls of paper or one ream of paper, or a combination of the two types of paper, per semester.
TRAVEL INFORMATION

Waivers
Waivers should be completed when organizations travel during any RSO sponsored event. This includes driving in another student’s vehicle for an RSO event, taking a flight, driving in a rental car, or leaving the campus in general. It is important to have Travel Roster for everyone attending the event, including Emergency Contact information for all travelers. Waivers, the Group Travel Roster, and Emergency Contact information should be copied, shared with an advisor, and with at least two student officers on the trip always. All waivers can be found here https://union.fsu.edu/sac/eventplanning/forms-for-events.

Airfare
Students traveling for an RSO trip via plane are encouraged to comply with all federal laws regulating air travel, the rules of specific airline being used, including with regards to carry-on baggage and weight restrictions.

RSOs funded by SGA, COGS, and Campus Rec Sports Clubs air travel must be preapproved. Air travel to approved destination are paid by the traveler, and with prior approval and a paid receipt, can be submitted for reimbursement. Receipts should be in the name of the student receiving reimbursement: they must indicate a $0 balance, include the travel itinerary (class of seat and ticket number), and show payment method (cash, check, or last four digits of credit card).

When booking online, the e-ticket and the billing information is necessary to submit to SGA Accounting. In many cases, SGA/COGS only reimburse for partial airfare.

Please note: Individuals can only be reimbursed for the pre-approved and pre-allocated amount, and only after they have completed the Travel Request and Expense Report. Successful and timely completion of these documents by students are essential for expedite the reimbursement process.

Driving
To ensure adequate rest time, drivers are not allowed to exceed five hundred (500) miles per day; therefore, any travel that exceeds five hundred (500) miles must include either lodging cost or a statement indicating a place of lodging.

Bus Company: Bus companies may be beneficial for large groups, trips with multiple destinations or long-distance trips. Check in with the company regarding what you are required to pay for (driver’s hotel, two drivers depending on distance). You will need an itinerary to receive an accurate estimate of expenses. All agreements with the company should be signed prior to leaving for the trip that include the duration (start and end times), the cost of the trip, and rest requirements for the driver. All students attending the trip should be included on the Group Travel Roster and shared with the organization advisor.

Rental Cars: Rental cars may be a safer option for smaller groups and beneficial when going long distances. When RSOs are funded by the University and need to rent a car, they must use the state contract with Enterprise. To obtain an estimate, call 1-877-690-0064 (Enterprise Reservations), reference the state contract number, “XZ55622”. Drivers must be students who are over 21 years of age. The standard rental rate in the contract is for a compact car, for 5 student travelers or less.

Personal Vehicle: Personal vehicles may be used for travel with your organization, but you must verify students are eligible to drive and have valid car insurance.
Students using a personal vehicle should receive compensation for travel.

**PLEASE NOTE**
The university provides no insurance when you drive your own car.

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

### Lodging

Travelers should stay **four (4) persons to a room.** The University requires **overnight** lodging when individuals are driving over five hundred (500) miles.

Hotel charges exceeding **$150 per night** (excluding tax) require a justification and may be prohibited based on University policy.

Hotel invoices must be in the name of the students who have submitted **Travel Request** to be reimbursed. Invoices should clearly indicate the student’s name, a $0 balance, and show payment method: cash, check, credit card (last four digits). A&S fees cannot cover any additional hotel expenses (valet parking, room service, additional gratuity).

**PLEASE NOTE**
The University will not reimburse off-campus accounts for travel, or individuals who did not submit a Travel Request and receive prior written approval.

### International Travel

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

**FSU Requirements for Students Participating in an International Experience**

- Must be registered in the FSU International Experience Database
- Must be in Compliance with FSU’s Student Health Insurance Requirements
- Must Register their travel with the US Department of State Prior to Departing the United States

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

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

Submitting requests for RSO events, activities, and promotional items with SGA & COGS funds

Your A&S Recipient Responsibilities

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

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

- The event or activity must be **free, open, and advertised to the entire student body.**
- The organization must not discriminate in membership or otherwise on the basis of race, creed, color, sex, religion, national origin, gender, age, disability, genetic information, veterans’ status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.
- Purchase requests **must be entered into Nole Central** by an Executive Board member of a Recognized Student Organization (RSO) that has successfully completed Financial Certification exam and submitted the SGA Statement of Understanding Authorized Signer Form to the SGA office weeks prior to spending any funds.
- Purchase requests **must be pre-approved** in Nole Central by the SGA Treasurer or COGS Deputy Speaker for Finance, and the Accounting Office or Campus Rec Sports Club Coordinator weeks prior to any spending of funds.
- Purchase and travel requests must **follow all the guidelines** outlined in the Financial Manual, SGA & COGS Finance Code or Campus Rec Sports Club policies, and all University policies.

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

**DID YOU KNOW?**

Florida State University students pay a $12.86 activity and service (A&S) fee for every credit hour in which they are enrolled. Each year, SGA allocates those funds to various entities and student organizations, including Campus Recreation, Oglesby Union, the branches and student organizations of Student Government, Congress of Graduate Students, and a variety of funding board. A&S funds are utilized across campus to benefit the entire student body, and provide free resources to current Florida State students!
A&S Spending Rules & Regulations

802.4 Accessibility of Meetings & Events (Cannot charge FSU students, events cannot be in a private home, must be advertised prior, must have SGA permission to be off campus)

802.5 Limitation on Outside (non-FSU) Benefits (Cannot use for political activities, community benefits, donations; must provide priority admission to current FSU students)

802.6 Acknowledgment of SGA Funding (Must use SGA logo or statement on all printed materials, publications, clothing, or awards http://sga.fsu.edu/logos.shtml)
- Online and printed publications
- Audio and video advertising
- All printed materials
- All printed materials and broadcasts expressing a political message must also include "The views expressed herein do not necessarily reflect those of FSU SGA"

802.7 Personal Gifts (Not allowed—cannot purchase anything that can be construed as a personal gift, including promotional items that are too expensive per person, end of the year recognition to participants, etc.)

802.8 Alcohol (Not allowed – cannot purchase alcohol, alcohol supplies, etc.)

802.9 Stolen property (Must be reported)

802.11 Receipts (Must be turned in within 10 days of purchase or your organization cannot spend money in the future)

811 The Service Funding Act of 2009 (This chapter details information for service groups and service trips)

Paying with A&S Funds

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

Purchase orders allow the University to track how funds are being spent, and in many cases, help to ensure the best prices possible. Purchase orders also make sure that the University only pays for the goods and services it receives, which is very important in making sure we are fiscally responsible and following all the policies and laws that govern university funds.

PLEASE NOTE

You cannot pay for or receive anything (any deposits, goods, or services) from a vendor prior to receiving a purchase order in your email from SGA Accounting and giving it to the vendor for payment!

Purchase orders make it easy to send board members to pick up necessary supplies and complete your transaction quickly and efficiently! They are helpful to student organizations because no one has to pay for anything out of pocket and, as you are purchasing goods with SGA/COGS A&S funds, you do not have to pay sales tax or other additional royalty fees.
REMEMBER
Only the people who are listed on the Purchase Order (PO) can purchase the items.

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

PLEASE NOTE
SGA/COGS do not reimburse students for any spending that has not been approved in Nole Central weeks prior.

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

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

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

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

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

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

Omar Pimentel  
Student Body Treasurer  
sgatreas@admin.fsu.edu

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

| SGA Statement of Understanding Authorized Signer Form | Required signed document indicating review, understanding, and compliance of SGA/COGS Accounting processes. Must be completed and turned into Accounting in order to utilize SGA/COGS funds. |
|-----------------------------------------------|
| Second Authorized Signer Form – Purchase Request | All purchases require two student signatures - the student who inputs the information into Nole Central and the student that signs this form that is uploaded into Nole Central. Advisor signature required for purchases over $1000. |
| Second Authorized Signer Form – Travel Request | All travel requests require two student signatures - the student who inputs the information into Nole Central and the student that signs this form that is uploaded into Nole Central for individual student reimbursements, rental car, or conference registration expenses. Advisor signature required for purchases over $1000. |
| Group Travel Roster | A signed travel form outlining all students participating in a trip paid for in part by SGA/COGS funds. Must be uploaded with the travel request in Nole Central anytime more than one student is traveling. |
Purchase Request Timeline

<table>
<thead>
<tr>
<th></th>
<th>Established Vendor</th>
<th>Potential Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractual Service</strong></td>
<td>30 business days prior to purchase/event date</td>
<td>30 business days prior to purchase/event date</td>
</tr>
<tr>
<td><strong>Line Item Purchase</strong></td>
<td>15 business days prior to purchase/event date</td>
<td>20 business days prior to purchase/event date</td>
</tr>
<tr>
<td><strong>Blanket Request</strong></td>
<td>15 business days prior to purchase/event date</td>
<td></td>
</tr>
<tr>
<td><strong>Interdepartmental Requisition (IDR)</strong></td>
<td>15 business days prior to purchase/event date</td>
<td></td>
</tr>
</tbody>
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SGA Accounting is unable to expedite any paperwork or processes for spending SGA funds. It is important to plan far enough in advance to ensure adequate processing time for all purchase requests.

Overview of the Purchasing Process for SGA/COGS Funding

SGA & COGS requires two (2) students from each organization to approve all purchase requests. This is a safety measure to ensure that at least two (2) members of the organization know about funds being spent at all times. This is also a good practice for you to use with your off-campus funds as well! Advisors are also required to sign off on purchases over $1000.

1. Submit a **purchase request** in Nole Central under your organization’s account 15-30 days prior to your event. Be prepared with your organization name, vendor info, Second Authorized Signer Form, event information, flyer with logos, date, time, and location, contract information, and artwork proofs for promotional items. Be sure to complete all the information accurately!

2. SGA Accounting will review your request and verify forms are completed correctly, your vendor is in the system, the second signer form is accurate, funds are available in correct category, and there are no outstanding receipts.

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

4. The SGA Accounting office works with the university to generate a purchase order (PO) or check.

5. RSO receives email with PO and instructions to submit receipts, or with information on getting the contract signed and how to pick up the check for speaker/performer/DJ.

6. It’s time to make the purchases. Print the PO, select items needed, and give the PO to the vendor. Remember to keep the receipt!

7. Have an awesome event or pick up some great promotional items that you share with the entire student body!

8. Submit receipts to the SGA Funding Evaluation Receipt Submission Qualtrics within ten (10) days of receiving goods/services. Vendors will not get paid until the receipt is submitted so faster is better!
Different Types of Purchase Orders

**Contractual Service** - A contractual service occurs when you hire an individual or company to provide you with a service instead of a commodity. Examples are speakers, entertainers, DJ’s, and security. Please note, many agreements you sign with companies to rent materials or host an event somewhere, may not be a contractual service, but an expense. Please come visit SGA Accounting with questions.

**STUDENT ORGANIZATION OFFICERS ARE NOT AUTHORIZED TO SIGN ANY CONTRACTS** (students are not legal signatories for Florida State University). Therefore, a copy of the contract must be uploaded with the purchase request for review by the SGA Director and FSU Legal Services. Contractual services must be submitted in Nole Central thirty (30) business days prior to event, as there are additional steps to the contract process. RSOs should work with new vendors to have them complete an “FSU Substitute IRS Form W9” located on the Procurement Services website [http://procurement.fsu.edu/Forms](http://procurement.fsu.edu/Forms). Contact the SGA Accounting office if your organization is unsure of the vendor status.

**Line Item Purchase Order** - this is used when you can itemize a list of EXACTLY what you will be purchasing. ALWAYS used for: office supplies, clothing and awards, T-shirts, plaques, trophies, catering services, facility rentals, equipment rentals, all printing orders, etc. Submit a purchase request and select “line item.” For many companies, you must use a line item purchase order. Line Item purchase requests must be submitted at least fifteen (15) business days prior to the event. If you are using a new vendor that has not worked with Florida State University before, line item purchase requests should be submitted twenty (20) business days in advance to account for the vendor submitting proper information to the University.

**Blanket Purchase Order** - this is used for multiple items of the same type. Only certain blanket purchase orders are being authorized at this time: food (other than catered services), arts and crafts, building materials, and party decorations. (For example, for your event you are going to spend $100 on food at Publix. Submit a “blanket purchase order” for a variety of food and drink purposes). Submit a purchase request and select “blanket.” Once the blanket purchase order is issued from FSU Procurement, SGA Accounting will email the blanket purchase order to you. Blanket purchase requests are only utilized for vendors currently in the system and must be submitted fifteen (15) business days prior to your event.

**Interdepartmental Requisition (IDR)** – If a RSO is working with University departments, instead of a PO, you will receive an IDR (Crenshaw Lanes, Student Life Cinema, Old IM Fields, Parking & Transportation, Building Services, Academic Department, etc.). Submit a Purchase Request and select “Interdepartmental.” Once the IDR is approved, it is emailed to you, so you can hand deliver or e-mail it to the on-campus vendor. Your funds will be deducted electronically. IDR requests for payments to campus departments must be submitted fifteen (15) business days prior to your event.

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

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

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

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

Paying for Travel with SGA/COGS Funds

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

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

As with all purchases, SGA requires two (2) student leaders to sign off on the requests.
Overview of the Travel Process

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

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

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

   Be sure to complete all the information accurately!

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

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

If SGA Accounting is paying for early conference registration, or rental car purchases prior to the trip:

4. RSO members will visit the SGA Accounting Office to book buses, rental cars, or early registration

If SGA Accounting is reimbursing individual members of RSO for travel expenses:

4. A Travel Request must be completed for each individual who will be traveling with the RSO, paying for the trip, and need to be reimbursed for their expenses.

5. RSO receives confirmation or registration numbers from SGA Accounting.

5. RSO student being reimbursed must check their email from SGA Accounting to confirm their Travel Authorization, address, and estimated reimbursement amount.

6. Have a safe trip, learn lots, and make FSU proud!

6. Have a safe trip, learn lots, and make FSU proud!

7. Submit receipts to the SGA Funding Evaluation Receipt Submission Qualtrics within ten (10) days of returning from the trip.

7. RSO student being reimbursed must submit receipts to SGA Funding Evaluation Receipt Submission Qualtrics within ten (10) days of returning from the trip. Only students who were originally submitted in Nole Central and have a Travel Authorization confirmed can submit receipts for reimbursement. The individual’s name must be listed on the invoice (hotel room, flight, etc.) to be reimbursed.

8. RSO student being reimbursed must check their email to confirm their expense report to receive reimbursement from the University.
Submitting a Travel Request in Nole Central

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

2. Complete “Request Details”, “Payee Information”, and “Additional Information” sections on the first half of the form.
   - Please select “Travel” in the Account and Category drop-down menus.
   - The Payee information is the traveler's name, unique identifying information, and address that will be receiving reimbursement (this student's name must be on any invoices submitted for reimbursement). Please verify the correct address prior to submitting!

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

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

SGA Budgeted RSOs are encouraged to check with their advisor prior to planning for travel. Additional processes and Student Senate approval may be necessary.
Enterprise/National Rental Request

RSOs using A&S funds to rent a car for their trip must use the state contract with Enterprise. To obtain an estimate, call 1-877-690-0064 (Enterprise Reservations) or 1-844-393-9989 (National Rental), reference the state contract number, “XZ55622”.

Electronic tolls, Sunpass charges, and gas fill-up are not included under the state contract for Enterprise/National. When renting vehicles with A&S funds, please pay cash for tolls and return vehicles with a full tank of gas. Should you request and acquire funds to be reimbursed for such expenses through SGA/COGS, your must collect and submit receipts to SGA Accounting.

Drivers must be students who are over 21 years of age. The standard rental rate in the contract is for a compact car, for 5 student travelers or less. Any more than 5 student travelers in a compact car is in violation of the contract. For more than 5 students, multiple cars or a van may be possible. When using SGA/COGS funds, the quote should be submitted to Nole Central with the Travel Request.

Please note: RSOs receiving funding from SGA/COGS will not book their own rental car but will receive confirmation from SGA Accounting once the reservation is placed on their behalf.

Conference/Meeting Registration Request

Organizations who secure funds and submit a purchase request at least 45 days prior to travel qualify to have conference or meeting registration paid in advance by the SGA Accounting Staff. Be sure to submit a copy of the program or schedule for the conference so that registration can be paid. Many conference organizations may not be in the FSU Vendor File, so the RSO may need to work with the conference to have them complete an “FSU Substitute IRS Form W9.”

If purchase requests are submitted in less than 45 days, organization members will need to pay for registration on their own. If funds were allocated to cover conference registration, the RSO must submit a Travel Request for each individual being reimbursed within ten business days of their trip.

Travel Reimbursement Request

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

Expense Report

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

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

Prohibited Travel Expenses

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

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

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

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

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

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

Once documents are processed and the student approves their Expense Report electronically, the University will work to reimburse the student by sending a check to the address they confirmed prior to the trip. This process can take up to one month, so SGA Accounting encourages students to submit their receipts as soon as possible.

Receiving a Sports Club Travel Reimbursement

If your club is seeking to be reimbursed for particular costs experienced while traveling, reimbursement for particular costs comes from SCEC allocated funds in the club’s allocated account. Clubs can be reimbursed for the following items:

♦ **Hotel rooms:** rooms only, no incidentals

♦ **Map mileage:** at $0.445/mile for non-rental vehicles (i.e. personal vehicles)
  
  • To determine mileage in state of Florida, use link: [http://fdotwp1.dot.state.fl.us/ CityToCityMileage/viewer.aspx](http://fdotwp1.dot.state.fl.us/CityToCityMileage/viewer.aspx). City “from” will always be Tallahassee, FL.

  • To determine mileage for out-of-state travel, we will use physical gas receipts to determine mileage – keep all your receipts.

♦ **Rental vehicles:** (some restrictions apply – see Coordinator prior to renting a vehicle). For rental vehicles, Enterprise/National must be used unless there is a justification as to why Enterprise could not be used. To obtain an estimate, call 1-877-690-0064 (Enterprise Reservations), reference the state contract number, “XZ55622”. Drivers must be students who are over 21 years of age. The standard rental rate in the contract is for a compact car, for 5 student travelers or less. Any more than 5 student travelers in a compact car is in violation of the contract. For more than 5 students, multiple cars or a van may be possible.

♦ **Entry/registration fee(s)**

♦ **Note:** Food and/or meals are NOT reimbursed
Failure to turn in proper reimbursement paperwork before or after the trip in which reimbursement is being requested will result in a 25% deduction of the total reimbursement amount per traveler for each day late. The Sport Club Office reserves the right to deny reimbursement for repeated offenses of turning in reimbursement, and other travel paperwork, late. Additionally, the Sport Club Office reserves the right to determine appropriate reimbursement amounts and can deny full reimbursement depending on the circumstances.

**Submitting Receipts**

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

To submit your receipts for purchases using SGA/COS funds, upload a picture or scan of the receipt to the *[“SGA Funding Evaluation Receipt Submission” Qualtrics](http://campusrec.fsu.edu/sports/clubs/guidebook)* link. Receipts can be submitted from your smart phone, tablet, or computer at any time.


All receipts for events, activities, items, or travel purchases with SGA/COGS funds must be submitted electronically within 10 days to ensure payments are processed and your RSO can continue spending SGA/COGS funds.

Receipts can be uploaded utilizing the SGA Funding Evaluation Receipt Submission Qualtrics, found online at [sga.fsu.edu/receipts](http://sga.fsu.edu/receipts).

**Last Chance to Spend Funds**

SGA/COGS follow the University’s fiscal year calendar. The fiscal year begins on July 1, 2018. All purchase or travel requests must be submitted in completion to Nole Central by **May 31, 2019**. **All receipts for purchases and travel must be submitted to the Accounting office by June 15, 2019.** This allows all payments to be made to vendors by the end of the fiscal year. This information is distributed within the Financial Manual, Leaders ListServ, posted on the SGA website, and is non-negotiable.

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**Student Government Association**

*Last day to submit Requests*

**MAY 31, 2019**

*Last day to submit Receipts*

**JUNE 15, 2019**
Financial Certification

Now that you have reviewed the Financial Manual you are ready to become Financially Certified!

Please take the Financial Certification Exam online. At least two executive board members from your organization must take and pass the exam as a component of the RSO Recognition process; to pass you must score eighty (80) out of one hundred (100) or better. You will receive an email from the exam stating that your scores were received immediately after taking the test, and an email from SGA Accounting within 2 school days of the exam with your score.

The RSO Director/President, financial officer, another executive board member, and advisor must complete and submit an SGA Statement of Understanding Authorized Signer Form. All students on the SGA Statement of Understanding Authorized Signer Form must be financially certified. Forms can be brought to SGA Accounting Office in the Thagard Building Room 449 or emailed to sgaaccounting@fsu.edu.

Questions and Support

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

SGA Accounting is here to answer any questions and discuss an RSO’s needs. Please visit SGA Accounting on the 4th Floor of Thagard for more information. SGA Accounting is open from 8:00am to 5:00pm, Monday through Friday. Call us at (850) 644-0940 or (850) 644-7166 if you need anything or have any questions.

Omar Pimentel
Student Body Treasurer
sgatreas@admin.fsu.edu

Matthew Uttermark
COGS Deputy Speaker for Finance
COGSDepSpeaker@admin.fsu.edu
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Remember that all relevant Purchase and Travel Request information as well as “How To” forms are available at [http://sga.fsu.edu/accounting.shtml](http://sga.fsu.edu/accounting.shtml)