



**STUDENT GOVERNMENT ASSOCIATION
FINANCIAL CERTIFICATION**

INSTRUCTIONS:

1. Complete all fields online including name, position and name of organization.
2. If you are an officer for more than one organization, complete a certification for each organization you are representing. (copies are acceptable)
3. There is only one correct answer for each question.
4. After you complete the certification, print the form, sign and bring it to the SGA Accounting & Advising Office, Room A209, Oglesby Union for authorization.

Name of person being certified: _____

Position with organization: _____

Name of Organization(s): _____

Signature: _____

Date: _____

Read the statements and all the answers. Consult the financial manual for this information and check the box that applies. We welcome any feedback on this quiz.

- 1) Activity & service fee funding is derived from
 - (1) donations to the university
 - (2) tuition paid by all students enrolled here at the university
 - (3) the state of Florida

- 2) According to state law the A&S fee funding shall be expended to benefit
 - (1) the FSU student body
 - (2) the organization receiving the funds
 - (3) a worthy charity or community organization

- 3) If an event/program sponsored by an organization is paid for in part or in whole by A&S funding, are you allowed to charge FSU students to attend?
 - (1) yes
 - (2) no

- 4) If funds are generated from an event that is paid in part or in whole by A&S funds according to SGA policy, the funds must be deposited to your A&S account and used to
 - (1) off-set the cost of the event
 - (2) to benefit the organization

- 5) The annual budget process is the primary means by which senate allocated entities are funded; whereas RSOs are funded primarily on an as-needed basis.
 - (1) true
 - (2) false

- 6) What is the purpose of the Organizational Fund?
 - (1) to fund travel
 - (2) to provide one-time start up funds to RSOs
 - (3) to fund programs

- 7) RSOs must submit their requests for PAC AND RTAC funding to the SGA accounting office by_____?
- (1) noon on Friday
 - (2) 5pm on Friday
- 8) What is the maximum amount of funding you can receive from the Organizational Fund?
- (1) there is no limit
 - (2) \$200
 - (3) \$100
- 9) Only RSOs that were recognized by the university in the previous fiscal year of 2008-2009 and spent activity and service fee money through SGA accounting are eligible to receive organizational funding.
- (1) true
 - (2) false
- 10) The Resource and Travel Allocations Committee will serve to fund in the _____and _____categories.
- (1) expense and clothing/awards
 - (2) contractual service and food
- 11) The Programming Allocations Committee will fund in the expense category when the expense item is in direct relation to an event.
- (1) true
 - (2) false
- 12) In what budget category would you need sufficient funding to pay travel cost to a conference?
- (1) expense
 - (2) contractual Service
 - (3) food
 - (4) clothing & Awards

- 13) If your organization has a \$50 balance in food, \$100 in expense and \$300 in contractual services, would a purchase request for food items for a reception totaling \$100 be approved?
- (1) yes
(2) no
- 14) No A&S monies shall be spent on plated dinners. This rules may be waived by a 2/3 vote of senate.
- (1) true
(2) false
- 15) Agencies, bureaus, affiliated projects, and SGA offices must have off-campus events approved via a resolution of the senate. RSOs must have a majority vote approval by PACC.
- (1) true
(2) false
- 16) You are not allowed to use A&S funds to purchase items or services that largely benefit service or community programs.
- (1) true
(2) false
- 17) The three conditions that must be met prior to spending your funds are; 1) the president/director and financial officer must either attend a financial workshop or complete the online financial session; 2) the three mandatory forms must be completed, signed and on file in the SGA Accounting and Advising office; and
- (1) your organization must be currently recognized with the Student Activities Center
(2) your organization must be approved by Senate.
- 18) Which of the following statements is indicated in the SGA financial manual as one of the responsibilities of an A&S fee recipient?
- (1) Every A&S fee recipient must co-sponsor an event with another organization
(2) Every A&S fee recipient must maintain an organized internal set of financial records

19) The Student Body Treasurer reviews all purchase requests and has the authority to reject requests for expenditures that he/she deems fiscally irresponsible.

- (1) true
- (2) false

20) The advisor's signature is required on any expenditure request in excess of ____.

- (1) \$4000
- (2) \$500
- (3) \$1000

21) Is the above signature by the advisor to be construed as approval or disapproval?

- (1) yes
- (2) no

22) Most deadlines in SGA refer to school days not calendar days. School days are _____.

- (1) Saturday & Sunday
- (2) holidays
- (3) winter and spring break
- (4) university class scheduled days

PURCHASING PROCEDURES

23) The Student Government Finance Code requires that

- (1) all expenditure requests must be made through an established process.
- (2) you submit expenditure requests to the SGA accounting office at least 10 school days prior to the desired purchase or travel date.
- (3) all expenditure requests require your organization's two authorized Signatures.
- (4) all of the above

24) When are you allowed to spend out of pocket and be reimbursed for items or services purchased without SGA approval?

- (1) when the success of your event depends on such purchase
- (2) when your organization does not have time to obtain approval for a purchase order
- (3) never

25) A _____ is an official document issued by the FSU Purchasing department that goes to the vendor and acts as a guarantee of payment for their goods or services.

- (1) purchase order
- (2) purchase request

26) If a vendor, under the assumption a PO will be issued, is willing to give you the items or services before hand, are you allowed to accept?

- (1) yes
- (2) no

27) Will a purchase request be approved for items or services already received?

- (1) yes
- (2) no

28) All flyers must include SGA logo and be attached to the purchase order request when purchasing items or services for an event and/or serving food.

- (1) true
- (2) false

29) All receipts for prior purchase orders for which you have already received the items or services must be submitted to the accounting office before another purchase order can be processed.

- (1) true
- (2) false

30) A blanket purchase order is used for a one-time purchase for multiple

- (1) expendable or inexpensive items of the same type
- (2) items having a life expectancy of more than a year
- (3) all of the above

31) If you have a blanket purchase order to Office Max for office supplies, are you allowed to purchase candy for the office?

- (1) yes
- (2) no

32) When picking up your items are you allowed to charge a soda, sandwich or any other item for yourself to the blanket?

- (1) yes
- (2) no

33) Are you allowed to charge any items for personal use or consumption to a purchase order?

- (1) yes
- (2) no

34) If you have a blanket purchase order to Winn Dixie for food, are you allowed to purchase cameras, table cloths, ice chests, greeting cards, etc., to the blanket if they are for the same event?

- (1) yes
- (2) no

35) If your blanket purchase order request is for \$100 but the items you are purchasing total \$125.00 once you get to the register, what should you do?

- (1) Put some of the items back so your order does not exceed the maximum cost, or pay the difference out of pocket knowing you will not be reimbursed.
- (2) Go ahead and purchase all items even though the cost exceeds the maximum.

36) After picking up your items using a blanket purchase order, you must submit the following to the SGA accounting office.

- (1) justification of purchase
- (2) cash register receipt/itemized invoice
- (3) justification as to how the items were used

37) A vendor cannot receive payment if invoices/receipts for items purchased are not submitted to the SGA office. Who is responsible in making sure they are?

- (1) the vendor
- (2) the student organization
- (3) the SGA accounting office

38) If you submit a receipt to the accounting office exceeding the maximum approved, you will be notified to deposit funds in your account to cover the difference.

- (1) true
- (2) false

39) If you submit a receipt to the accounting office for a purchase order and it includes unauthorized items, you will be notified to deposit funds in your account to cover the cost of those items?

- (1) true
- (2) false

40) All receipts/invoices must be submitted to the SGA accounting office within _____ days.

- (1) one
- (2) three
- (3) two
- (4) five

41) Line item requests must be used for office equipment, clothing and awards, tee shirts, and equipment rentals.

- (1) true
- (2) false

42) Be aware that contracts come in many forms; agreements, service orders, tasks orders, and scope of work documents. You are not authorized to sign any contracts. When using A&S funds only signatories designated by the Vice President of Student affairs are authorized to sign contracts.

- (1) true
- (2) false

43) Contracts are sometimes required by the vendor for expense items. In such cases, you will need to complete a

- (1) contract information form, indicate it is an expense item and attach contracted payee's unsigned contract.
- (2) purchase request form.

44) When hiring a person or company for a service rather than a commodity, you must complete a contractual service purchase request, attach a flyer and any other significant documentation and submit it to the accounting office at least ___ school days prior to event date.

- (1) 15 (if check is not needed day of event)
- (2) 20 (if check is needed day of event)
- (3) both of the above

45) The FSU Purchasing Department requires that you purchase all office supplies from _____, the University's contracted vendor.

- (1) Office Depot
- (2) Office Max
- (3) Staples

46) All tee-shirts must contain the student government logo and must be purchased from an officially authorized vendor.

- (1) true
- (2) false

47) Which of the following vendors is not an authorized vendor for t-shirts?

- (1) Clothesline
- (2) Ruppshirts
- (3) Tformation
- (4) Full Press

48) All contractual services in excess of _____ require the approval of Senate by resolution.

- (1) \$1000.00
- (2) \$3000.00
- (3) \$2000.00

49) Organizations cannot pay _____ for services or goods.

- (1) a person employed in any capacity by the University
- (2) a member of your organization
- (3) both of the above

50) 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 prior to showing the copyrighted material

- (1) true
(2) false

51) FSU Printing Services has reserved the right to keep all printing cost on-campus. If you want to use an off-campus vendor, printing services has to approve your request. To obtain approval you need to complete a line item purchase request form and obtain 2 printing quotes (one from the off-campus vendor and one from University Printing Services).

- (1) true
(2) false

TRAVEL

52) If travel expenses are being paid by A&S funds, do you need approval from the SGA accounting office prior to traveling?

- (1) yes
(2) no

53) Which travel form has to be submitted to the SGA accounting office 31 days prior to the date payment is due.

- (1) Avis Car Rental Request
(2) registration payment request (pre-payment)

54) For reimbursement of expenses, how many travel request forms are required for 5 students traveling together each paying their own expenses out of pocket?

- (1) 5
(2) 1

55) Travel Request forms must be submitted to the SGA accounting office _____ school days prior to the trip.

- (1) 7
(2) 10

56) Airline receipts must include what information?

- (1) ticket number
- (2) class of seat (no first class)
- (3) itinerary
- (4) payment method
- (5) all of the above

57) A blanket request (group travel) is used when one person (the traveler) is paying the travel expenses of 4 or more individuals going on the same trip.

- (1) true
- (2) false

58) The travel reimbursement request form with receipts for requested expenses must be submitted to the SGA accounting office within _____ days after the trip.

- (1) 15
- (2) 30

59) Lodging receipts must be in the same name as the traveler not the organization.

- (1) true
- (2) false

60) If renting a car from Avis car rental, the student's name on the request form will be the only person allowed to pick-up and drive the vehicle. .

- (1) true
- (2) false

61) Drivers are not allowed to drive in excess of _____ mile per day.

- (1) 500
- (2) 350

62) Are you allowed to claim mileage on rental cars?

- (1) yes
- (2) no

63) The state contract requires the vehicle be returned with a full tank of gas. Is gas cost a reimbursable expense?

(1) yes

(2) no

64) When renting a car/van from Avis, are you allowed to add special features or equipment such as GPS systems?

(1) yes

(2) no

PRINT YOUR CERTIFICATION BEFORE GOING TO THE NEXT PART OF THIS CERTIFICATION.

You are not done quite yet!

COMPLETING A PURCHASE OR REQUEST FORM

For this portion of the certification go to the SGA Accounting website and complete the appropriate form for a purchase or travel your organization will be requesting approval for this year. <http://www.fsu.edu/~sga/sgaacct/forms.html>.

Upon completing the financial certification, assemble all quizzes and sample forms taken by the president, financial officer and alternates into a single packet. Add the authorized signature list, statement of understanding, and the cash handling forms to the packet and submit to the SGA accounting office.

Student Government Agencies must schedule a meeting with Dr. Joyce Howard, telephone number 644-0939, to complete the certification process.