STUDENT GOVERNMENT STATEMENT OF UNDERSTANDING

The undersigned herein designated an officer of the organization indicated below fully understands the Student Government "Finance Code" which applies to all funds allocated from the Student Government Budget. Furthermore, the undersigned agrees to all applicable procedures for expending funds allocated from the Student Government Budget. Finally, the undersigned understands that any violations of the "Finance Code" will be prosecuted to the fullest extent of the law. (Chapter 801 Section 801.5, Student Government Finance Codes)

Date: _____ Semester (Check one): Fall ☐ Spring ☐

Organization Name: _____

Department ID (account #): _____

Funding Source: SGA ☐ SAP ☐ COGS ☐ LSAC ☐ MSC ☐

Campus Mailing Address: _____

President/Chairperson: _____ _____
Signature

Financial Officer: _____ _____
Signature

Alternate Signature: _____ _____
Signature

Prior to spending any funds, your organization must be currently registered with the Student Organization Services Office and the President and Treasurer or the Organization must complete and submit to the SGA Accounting & Advising Office the online financial certification. This certification provides information regarding the budget process and the proper procedures for expending funds.

Without exception, all expenditure and travel forms are to be submitted to SGA Accounting (COGS for graduate organizations) office for approval and processing at least 10 school days (do not count weekends or holidays) prior to purchasing or traveling. All the necessary fields must be completed and each form must have the two authorized signatures that are designated on the Authorized Signature List.

There will be no personal reimbursements to any member of any organization who paid for goods or services prior to obtaining proper approval from SGA regardless of the situation.

Please feel free to contact the SGA Accounting Office if any doubt arises regarding proper procedures. The SGA Accounting Office is in Room A209 of the Oglesby Union, and the telephone number is 644-0940. Our web page address is: http://www.fsu.edu/~sga/sgaacct/start.html

Advisor's Name: _____ _____
Signature