



Student Government  
Association



FLORIDA STATE  
UNIVERSITY



Congress of  
Graduate Students

# Recognized Student Organization Financial Manual

2022-2023



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# INTRODUCTION

## Financial Manual

Welcome to the FSU Financial Manual! Prepared for you by the Department of Student Governance & Advocacy, 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 Financial Manual, you will find tips to help you manage your organization's money, including any off-campus accounts. There are details regarding what you will need to acquire, request, and spend to 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 State of Florida law, University policies, Student Government Constitution and Statutes, and the COGS Code! University staff and advisors, SGA and COGS student leaders, and Student Governance & Advocacy staff are here to assist you through the many processes necessary in the world of managing accounts and spending funds!

As a leader within a Recognized Student Organization (RSO), you will have the opportunity to develop skills and knowledge regarding managing and spending funds, how money works, and understanding financial systems and processes to allow your organization to make informed and effective decisions with regards to your financial resources. 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 request for events, promotional items, or travel.

## Nole Central



**Nole Central** is FSU's go-to place for Recognized Student Organization resources including membership lists, event proposals and promotion, financial management tools, document storage, and much more. Nole Central is also how your organization is able to access and utilize SGA & COGS funds.

It is important to have your Nole Central roster is up-to-date, and 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. If you have questions about updating your roster or organization contact information, please email [soi@fsu.edu](mailto:soi@fsu.edu)

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. You will then be emailed a purchase order to make your payment, or the necessary documents required for individual student's travel reimbursements. All of your accounting takes place in Nole Central, and only pre-approved purchases entered in Nole Central can be paid by SGA/COGS!



# 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.

## Guidelines for Off-Campus Bank Accounts

*Adopt the following measures to ensure good financial management and practice for off-campus banking.*

- ◆ **Advisors and RSO Bank Accounts:** Advisors may advise organizations concerning the management of their bank accounts, however, advisors should not:
  - Open a bank account in the name of or for the benefit of a Recognized Student Organization
  - Be included as a signatory on any off-campus bank accounts for any Recognized Student Organization
  - Have access to funds associated with an off-campus bank account for a Recognized Student Organization
- ◆ **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. It is recommended to scan these documents to digital files to ensure ease of proper record-keeping and sharing
- ◆ **Document ALL Transactions:**
  - Keep all receipts, invoices, and communications regarding transaction in a file or folder.
  - Limit the use of ATM and debit cards since they rarely provide the paper trail being helpful in accounting. The use of an ATM to withdraw cash to purchase supplies should also be discouraged since mismanagement of organization funds may occur more easily. Subsequent officers may also find it difficult to understand organization expenses without paid invoices, itemized receipts and other appropriate paperwork.
  - ATM and debit cards can be used for any legitimate organizational purposes, including purchasing on-line merchandise or providing 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.
- ◆ **Double Endorsement of Expenses:**
  - Require two signatures on checks to help prevent check purchases being made without the consent of a second student organization officer.
  - Separate financial duties
  - Create organizational checks and balances regarding funds. The person making the purchases should not be the person managing the organization's finances. For example, if the Treasurer is the primary purchasing officer or has access to an ATM or check card, another person needs to reconcile the bank statements 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.
- ◆ **Monthly Reconciliation of Bank Statements:**
  - Maintain expenditure (spending) and deposit records in order to allow for a monthly comparison (reconciliation) to the bank statement/online account. Document and resolve all differences.
- ◆ **Formal Financial Report:**
  - The Treasurer, or proper RSO officer, should make no less than one formal report each semester to members of the organization.
  - The report should be reviewed and approved by the organization's members.
- ◆ **Define Consequences for Misuse of Funds:** It is important to address misuse of funds (i.e. embezzlement, fraud) in the organization's Constitution and By-laws. Some items to include:
  - Definitions
  - Methods for monitoring bank accounts
  - Consequences for violating policies
- ◆ **Transitioning Leaders:**
  - When an RSO officer is no longer associated with the RSO (due to graduation or any other reason), be sure to communicate with the bank and have their personal information removed from any accounts. This includes passwords and ATM cards!
  - Transitions should occur before graduation or before the RSO officers are no longer associated with the RSO to avoid loss of contact information from previous RSO officers.
  - Transferring account status to a current organization officer ensures a smooth transition for the organization.
  - Set up a meeting to review organization budgets, finances, and processes as part of the organization transition!
- ◆ **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 for off-campus accounts. Be sure to update the responsible party for the EIN, with the IRS.

## Officer Responsibilities

Student organizations should maintain records to share with members and their advisors, and two students should always have access to funds and be listed as names on the account. In order to maintain good financial control, it is necessary for more than one person to hold responsibility for financial transactions. 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 regular and accurate records of all deposits and spending**

As good stewards of the organization's funds, it is critical to make financial decisions based on an organization's mission, vision, and goals; to communicate often; and to have a transition plan for the next groups 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 on a regular basis
- ♦ Challenge students to make budget and expenditure decisions that best **reflect the mission and purpose** of their organization
- ♦ Hold financial officers as well as the membership of the organization **accountable** for proactive and sound financial management
- ♦ The advisor should **not** open a bank account on behalf of an organization, be listed as a signatory on the bank account, or have access to the funds in an RSO bank account.

## 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 be ready to provide a receipt if one is requested by the consumer. If your organization holds an event on campus where cash is being exchanged, you may be required to have a campus police officer present for safety reasons.

### COLLECTING FUNDS

**CASH:** If your organization collects dues or accepts donations, your chief 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 Foundation.

**DIGITAL FUND SHARING APPS/WEBSITES:** If your organization chooses to accept funds through a digital app or website, ensure 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, student organizations, market vendors, and the entire FSU community come together!

RSO Table reservations can be made from 12:00pm on Thursday until 12:00pm on Tuesday before each Market Wednesday. RSO Officers can sign up in Nole Central. Once registered, check-in and set up will begin at 9:30am Wednesday morning

## Budgeting

Creating a budget for your RSO is a 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 as a way to communicate with organizational membership, keep historical documentation, and aid 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. Be sure to include some flexibility. For SGA/COGS funded groups, it might be useful to use the same categories of funding, such as Food, Expense, and Clothing & Awards.
- ♦ 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.

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

### THINGS TO CONSIDER BEFORE OPENING AN ACCOUNT

- ♦ Is the account free?
- ♦ How many signers will be on the account?
- ♦ Who will have access to account's information?
- ♦ Is there a required minimum balance?
- ♦ ATM cards – who will have them, how many?
- ♦ What are the transition options?
- ♦ Who chooses the PIN number and passwords?
- ♦ How many transactions are permitted during a month without cost?

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
  - a To set up an off-campus account, the bank will need a place to send an RSO mail. Visit the 3rd Floor of Student Union to obtain 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.
- 2 Request a Federal Employers' ID Number (EIN number), also referred to as a Tax ID Number (TIN or FEI)
  - a The government requires each organization to have a unique identifying number for tax purposes with the IRS. The EIN number is similar to an individual's social security number.

**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.**

Click here: <https://sa.www4.irs.gov/modiein/individual/index.jsp> or visit 3rd Floor of Student Union building for details in how to apply





- 3 Visit a local bank or credit union to establish the account
  - a Don't forget to bring a copy of the organization's IRS EIN letter
  - b List 2 current student officers are listed as signatures on the account

**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!*

## Obtaining 501(c) Status

Section 501(c) of the Internal Revenue Code designates certain types of organizations as tax-exempt—they pay no federal income tax. Common tax-exempt organizations include charities, government entities, advocacy groups, educational and artistic groups, and religious entities. RSOs are not covered by the University's 501(c)3 status when making purchases from their off-campus account.

If a RSO is connected to a nonprofit organization, student officers should work with the overarching non-profit organization to find out if it is covered under 501(c) 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: **Off-Campus Bank Account Guidance**

## Officer Transition Plan

Before an officer transition off your executive board due to no longer being associated with the student organization, graduation or any other reason, 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. 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.

### PLEASE NOTE

Obtaining an EIN number does not mean an 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.

# ACTIVITIES AND SERVICE FEES

## Information Policies regarding SGA & COGS Funds

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 2022-2023 allocated budget, visit <https://sga.fsu.edu/archives/73rd-Senate/bills/10.29.21-bill-2022.pdf>



To ensure spending of A&S fee resources benefits 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 for SGA to process your requests in a timely manner.

## 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 the Financial Certification exam and submitted the SGA Statement of Understanding 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.



## 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 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 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. **Do NOT pay for anything with a personal credit/debit card.**

### 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 these services require more time to process so that 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.

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 10 days.

For students to be reimbursed, the RSO must submit a Travel Request before the trip in 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. Please refer to page (new page numbers) to find more details about planning a trip.

## PROHIBITED A&S 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)
- ◆ 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 prizes
- ◆ Purchase and use of disposable plastic water bottle with A&S Monies

## PROHIBITED A&S 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 and not from the University vendor

Operating expenses for personal vehicles

Traffic/parking violations or fines

Personal expenses (entertainment, transportation for non-business activities i.e. bars, golf courses, room service, etc.)

Tips more than 15%

ANY unauthorized expenditure

## 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 or 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

## PLANNING EVENTS ON CAMPUS

*University Policies, Resources, and Tips for Events on Campus*



# Event Proposal Process

Events that take place on campus should go through the Event Proposal (EP) process. EPs are submitted through your RSO Nole Central page under the events tab, and are required for any events, events that have food, have amplified sound, feature special guests, include pet therapy animals, may need security, etc. When submitting an EP, you will be asked a series of questions that help ensure your RSO is ready to host a successful event!

*\* Due to COVID19 on campus events may be different or have different restrictions. Please consult with SOI, SG&A and CES staff regarding current processes.*



## Facilities for Events

Most RSO events take place in Student Affairs spaces, which can be reserved by RSO leaders through **Campus Event Services (CES)**. 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. If using SGA/COGS funds, the SGA Accounting staff will submit the request for you after acquiring funds and submitting a Nole Central purchase request at least 15 business days prior to the event. SGA Accounting staff will place the order for tables and chairs with **Building Services** with the proper funding information.

## DID YOU KNOW?

Your event proposal should be submitted at least 10 business days before your event.



## Planning Sustainable Events

SGA encourages RSOs to plan events and make purchases with sustainability in mind. Florida State University Sustainable Campus provides these tips, and check out <https://sustainablecampus.fsu.edu/resources/green-event-guide> for more information:

- 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.



## Advertising RSO Events

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. Planning ahead is also important when thinking of advertisements. The proper advertisement for your event should be submitted in the Event Proposal process, so thinking ahead and advertising early is vital to the success of your event. With over 40,000 students on campus, it is important to diversify your advertising and plan ahead to reach them.

## Student Publications can help!

**SGA Student Publications** 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 create die-cut invitations and name tags.





RSOs must qualify for A&S funds to utilize SGA Student Publications. This includes organizations that 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 Florida State University 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/>, 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 websites URL. Please contact Ben Young, [byoung@fsu.edu](mailto:byoung@fsu.edu), for more information.



### **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 EP 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.**

**Some fundraiser ideas on campus include:**

- Sell merchandise while tabling (Tip: In the EP, be very detailed regarding what food is being sold, where it is coming from, and how it is being handled. Prepackaged single serve food in its original packaging is preferred and safest. The University must approve any EPs 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)
- Fundraising Activities not allowed on campus:
- Food Sales: Due to the food service contract with Seminole Dining, food sales are not allowed on campus unless you are granted permission from FSU Office of Business Services. Please contact Sherrell Cork at [skcork@fsu.edu](mailto:skcork@fsu.edu) or Robert Morales at [rmorales2@fsu.edu](mailto:rmorales2@fsu.edu) to request permission to sell food. FSU Office of Business Services may limit the frequency of food sales for fundraising at its sole discretion.
- Merchandise Sales: Due to the existing University contracts, merchandise sales are not allowed on campus unless you are granted permission from FSU Office of Business Services. Merchandise sales with FSU marks will not be approved. Please contact Sherrell Cork at [skcork@fsu.edu](mailto:skcork@fsu.edu) or Holly Coleman at [holly.coleman@fsu.edu](mailto:holly.coleman@fsu.edu) to request permission to sell merchandise.
- Money exchanging hands: Since money will be exchanged at your event, you must consult with FSUPD about having an officer present. Please contact FSUPD Lieutenant Washington ([gwashing@fsu.edu](mailto:gwashing@fsu.edu) or 850-644-2900) about the event.

***\*\*Please Note: Organizations interested in hosting digital fundraisers are encouraged to work with the FSU Foundation to coordinate a Spark Campaign, <http://spark.fsu.edu/Home/AboutSpark>.***



### **Hosting Games of Chance**

Organizations planning events that include any games of chance, such as "Casino Night," must obtain approval from the EP process and cannot use A&S Fees. If you are hoping to have a raffle or game of chance, download, read, and following the gambling and games of chance provisions outlined in the RSO Handbook, <https://union.fsu.edu/sac/involvement/rso-resources>.





### Public Performance Rights for Movies or any Copyrighted Video Records

Any RSO publicly showing a movie or TV show, whether on their own, DVD or Blu-ray, personal streaming account, or the distributor's DCP or 35mm film; 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 [arunk@fsu.edu](mailto:arunk@fsu.edu) or Maxwell Adolph at [madolph@fsu.edu](mailto:madolph@fsu.edu) for more information.

### DID YOU KNOW?

The ASLC co-sponsors events with RSOs. Contact [ou-slc-cospon@fsu.edu](mailto:ou-slc-cospon@fsu.edu) for more details



### Renting Inflatables

RSOs planning events which include rental of inflatables need to review the Event Planning Guide. FSU requires the inflatable company to have at least \$100,000 of insurance coverage and the company must be approved by FSU Environmental Health 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, or 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. Waivers can be found at <https://union.fsu.edu/sac/eventplanning/forms-for-events>.



### Hosting Funded Events with other Departments on Campus

If an RSO comes to a campus department (ASLC, Oglesby Union, Facilities, etc.) and is planning to spend funds, there is a specific process. The RSO should first determine where the funds were coming from

- If requesting funds from SGA/COGS or using A&S budget, a request for a quote should be made by the RSO to the campus department. The quote should be used to acquire funds from a funding board, and submitted in Nole Central when requesting a purchase prior to the event. After the request is approved in Nole Central, the SG&A Accounting staff will work with the department to secure the payment.
- If using an off-campus account or personal funds, an RSO must communicate that information to the campus department and request a quote and an invoice to pay prior to receiving the service.

## PLANNING A TRIP

### *University Policies, Resources, and Tips for RSO Travel*

### Planning a RSO Trip

Taking a trip as an RSO can be a good opportunity to learn more, showcase your organization, represent Florida State University, and strengthen your organization through leadership development and service. It also requires prior planning, adherence to all laws and policies, and strong risk management to work towards having a safe trip. Below is some information to help you get started.





## Waivers

Waivers should be completed at least 15 business days 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 a Travel Roster for everyone attending the event, including Emergency Contact information for all travelers. Waivers, the Travel Roster, and Emergency Contact information should be copied, shared with an advisor, and with at least two student officers on the trip at all times. Waivers can be found here <https://union.fsu.edu/sac/eventplanning/forms-for-events>.



## Air Travel

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

RSOs funded by SGA, COGS, and Campus Rec Sports Clubs must be preapproved for all travel. 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 in the student's name).

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. All business air travel must be booked in Concur or over the phone with World Travel Services, Inc. FSU encourages travelers to book hotels and rental cars in Concur or with World Travel.



## 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.

### PLEASE NOTE:

Individuals can only be reimbursed for the pre-approved and pre-allocated amount, and only after they have completed the Purchase/Travel Request in Nole Central, and Expense Report from SGA Accounting. Successful and timely completion of these documents by students are essential to expedite the reimbursement process.



**Bus Services:** Bus companies may be beneficial for large groups, trips with multiple destinations or long-distance trips. Check in with the company regarding that which you are required to pay (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. If requesting funds from SGA/COGS, this purchase should be made by the Accounting Office, as RSOs will not be reimbursed for such expenses. Go to <https://procurement.fsu.edu/participating-vendors/vendors-commodities/charter-bus-services> to find a list of bus providers that are approved FSU vendors.



**Rental Cars:** When RSOs are funded by the University and need to rent a car, they must use the state contract with Avis/Budget. To obtain an estimate, call 1-800-338-8211 (State of Florida Reservations Desk), and reference the state contract number, "78111808-20-1". Drivers must be students who are over 21 years of age. University policy requires the standard rental rate in the



contract is for a compact car, for 5 student travelers or less. If requesting funds from SGA/COGS, this purchase should be made by the Accounting Office, as RSOs should not be reimbursed for such expenses.



**Lodging:** Hotel charges shall not exceed \$200 per room per night (excluding tax) and four travelers per room. The University requires overnight lodging when individuals are driving over five hundred (500) miles. 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). SGA/COGS cannot cover any additional hotel expenses (valet parking, room service, additional gratuity).



**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, whether pre-approved mileage expenses from SGA/COGS, or through all student travelers helping out to cover the cost of gas!

University policy requires 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,

### PLEASE NOTE

The university does not provide insurance when you drive a personal vehicle



## International Travel

All RSO related international travel must meet the following requirements per FSU policy, student travelers must:

- Receive approval and register their travel in the FSU Travel Registry, and complete a pre-departure orientation prior to departure
- Must be in Compliance with FSU's Student Health Insurance Requirements
- Enroll in CISI international health and security coverage through FSU
- Follow all recommendations provided by FSU regarding health and safety, as well as the FSU Student Code of Conduct while abroad
- Have access to a working means of communication (e.g. cell phone, landline, computer) while abroad, so that FSU can be in contact with them in the event of an emergency
- Monitor their official FSU email (recommended on a daily basis, but at least every two to three days at a minimum) while abroad, and keep up to date on news/travel updates for their destination
- Register independent travel if leaving their primary location during their set FSU travel dates

RSOs wanting to travel internationally should be sure to start the travel registration process at least 4-6 weeks prior to a planned date of departure, and/or before any financial commitments are made (i.e. purchasing flights, arranging accommodation, paying a travel deposit, etc.). To find details about all international travel requirements visit, <http://global.fsu.edu/Travel-Policy/Student-Travel-Policy>.

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.

RSOs hoping to participate in international travel should acquire funds and work with 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.



## PLEASE NOTE

The university will not reimburse off-campus accounts for travel

# ACQUIRING FUNDS ON CAMPUS

## *Funding options for RSOs on campus*

There are several ways your organization can obtain funds from campus funding boards. The primary methods are through funding allocation committees, and Sport Club Executive Council (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

**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 many opportunities for Recognized Student Organizations to request funding through SGA. In order to submit a request for any of the following, organizations must:

- ◆ Be a recognized student organization by Florida State University in Nole Central
- ◆ Complete financial certification through the RSO Recognition process
- ◆ Upload the SGA Statement of Understanding form to your organization's Nole Central re-recognition application

### PAC

## 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 of 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 no more than \$10 per shirt for XS-XL and no more than \$12 per shirt for XXL and above, once per fiscal year.

**All PAC requests must be made at least 21 business 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](mailto:fsusgapac@gmail.com)

### RTAC

## 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 of 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 business 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> and RTAC <http://sga.fsu.edu/rtac.shtml> Websites.

SP

## Senate Projects

Student Senate can aid in funding events or projects in the summer or throughout SP the school year that fall outside of the scope of PAC/RTAC or require additional funds. 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.

OF

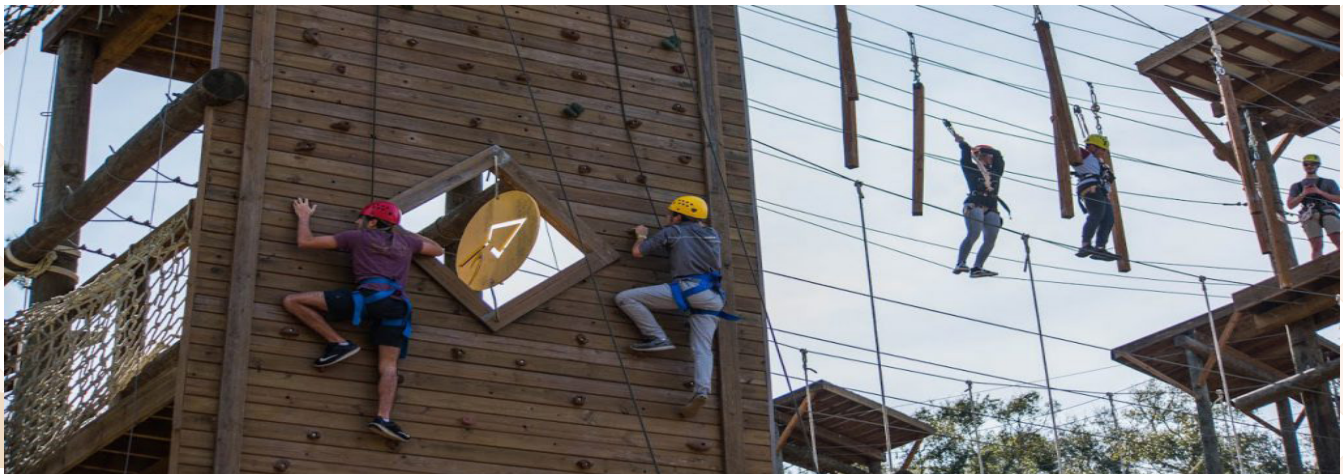
## Organizational Fund

Any RSO who received SGA funds in 2021-2022 can apply for \$200 through the **Organizational Fund**. A Qualtrics link for recognized student organizations that have completed SGA financial requirements will be available online at <http://sga.fsu.edu/funding-for-recognized-student-organizations.shtml>. 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 on the 3rd Floor of Student Union or review your organization's account history in Nole Central.



## 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. 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. More info can be found <https://campusrec.fsu.edu/sports/clubs>





# ORGANIZATION 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
- ◆ Upload the SGA Statement of Understanding form to your organization's Nole Central re-recognition application

## Congress of Graduate Students (COGS)

To request funds from COGS, submit the **COGS Organizational/Allocation Form** on the COGS Website. COGS members will work to have a bill heard at the next COGS Meeting. Additionally, COGS has two funding boards for all Medical and Law School Graduate RSOs, MSC and LSC, available for those organizations housed under each respective school to submit a request.



MSC

### Medical School Council (MSC)

RSOs in the College of Medicine request funds through MSC. Begin by submitting the Organizational/Allocation Form on the COGS Website. Once your organization's eligibility is verified, you will be contacted by the MSC Chair or Treasurer for a hearing.

LSC

### Law School Council (LSC)

RSOs in the College of Law request funds through LSC. Begin by submitting the Organizational/Allocation Form on the COGS Website. Once your organization's eligibility is verified, you will be contacted by the LSC Chair or Treasurer for a hearing.

## 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.**

- **PLEASE NOTE: Some purchases require additional approval by SGA Student Senate or the Congress of Graduate Students for an RSO to submit a purchase request in Nole Central. If you 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 the Budget Bill Proviso language, please be sure to contact a member of the legislative branch so they can submit a Resolution prior to you submitting your request.**

## Adding a Vendor

There may be a company or individual 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 contact the SGA Accounting office to complete the appropriate documentation for adding a vendor to the University system. Failure to have a vendor approved by the University may lead to the cancellation or denial of your event.



# UNIVERSITY VENDORS

## AND PURCHASING

***Companies RSOs often work with for programs, events, and traveling***

There are many companies, payees, 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 Chick-fil-A. Existing vendors are the easiest companies to do business with when working with University funds because of this relationship, and oftentimes, RSOs are required to use University vendors for particular items (office supplies from Office Depot, for example). They may also be helpful to RSOs using off-campus funds because they work with the university so often.

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, Target, Walmart, Party City, Sam's Club, and Michael's. Should you need to purchase something from these locations, please contact the SGA Accounting Office for options.

***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

Grocery Store Vendors	Publix on Ocala
Food Service Vendors	Chick-fil-A, Habana's Boardwalk, Moe's, MoMos, Newk's, Sonny's BBQ, Super Perros, Seminole Dining/Legacy Catering, 4 Rivers, Panera, Zoe's Kitchen
Office Supply Vendors	Office Depot
T-Shirts Vendors	Full Press, Clothesline, T-Formation
Awards Vendors	Awards 4U
Printing and Copying Vendors	UPS Store on Woodward, Student Publications
Mailing & Shipping Vendors	UPS Store on Woodward
Rental Car Vendors	Avis/Budget Rental Car
Charter Bus Services	Annett Bus Lines, Astro Travel Tours
Rentals & Novelties Vendors	A-Z Rentals, Jumping Jacks

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. You must get a quote from the restaurant and/or caterer. Screenshots or copies of the menu or cart are not acceptable.





## Grocery Store Vendors

RSOs receiving SGA or COGS funding can use a Purchase Order at Publix when purchasing grocery items such as food, drink, and paper products (such as napkins and

disposable utensils). The Purchase Request must be submitted 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. RSOs advised by Student Governance & Advocacy may be able to work with their advisor to make purchases with a p-card from Costco for food.

**(Please Note: Dairy products are not an allowable purchase. \***

**\*\*Receipts for Publix must include buyers name and purchase order number)**

**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*

*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.*

**<https://www.safety.fsu.edu/sections/foodeventapproval.php>**

*Submit an EP for your event to be sure you have everything you need!*



**URL:** [business.officedepot.com](https://business.officedepot.com)

**Login name:** "FSU NOLES"

**Password:** GONOLES

## Office Supply Vendors

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.

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 the SGA Accounting office in New Student Union 3268.** You will be alerted when your purchase arrives to SGA and have one week to pick up your materials.





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:

	
<p style="text-align: center;"><b>Roll of Paper</b></p> <p style="text-align: center;">HP1412A (or HEW1412A) 24"x100'</p>	<p style="text-align: center;"><b>Ream of Paper</b></p> <p style="text-align: center;">0393122 (Office Depot Item No.) 8.5"x11", 500 sheets Hammermill Premium Multipurpose Paper (24LB, 97 Brightness)</p>

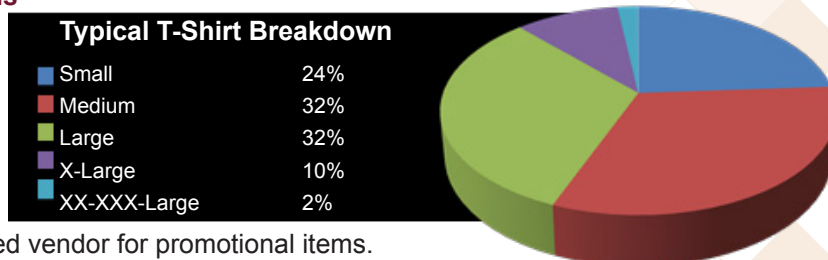
Both types of paper can be ordered online through Office Depot or picked up from a local store. RSOs are restricted to two rolls of paper or one ream of paper, or a combination of the two types of paper, per semester.

## 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 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. More information about licensing for RSOs can be found here: <https://licensing.fsu.edu/campus-use/recognized-student-organizations>

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 funded by SGA/COGS or containing university or SGA imagery must be purchased from a licensed vendor and approved by University Branding. Office Depot is NOT a licensed vendor for promotional items.

When ordering shirts, be sure that they are accessible to all students and not limited to specific RSO members. You must follow the guidelines for shirt sizing.



## Printing & Copying



The UPS Store on Woodward Avenue offers copying, mailing, shipping, digital printing, and stationary orders. Contact the UPS Store at (850) 561-9180 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.

## Rentals/Novelties

When renting products or space from outside vendors, such as bounce houses, banquet rooms, or games, it is important to get documentation of insurance and a clear quote of the services being provided. You may also need to request generators, and depending on your location, work through the EP process regarding electricity. Rental/Novelty agreements are entered in Nole Central as Expense requests, and any agreement will be signed by the University. The RSO or organization officers should not sign any contracts or rental agreements.

## Contracting an Artist or Lecture

Once an RSO has an artist or speaker in mind, and has secured space and funds, it is time to work with the 3rd Floor of Student Union to confirm the performer and make an offer. RSOs using SGA/COGS funds cannot make verbal agreements for contracts, only the University can do so.

### Recommendations and reminders for contracts and honorariums:

- ◆ The artist/lecture fee must be inclusive of travel and other expenses so your organization only needs to provide one check. Be clear with the artist/lecturer about this process to prevent any confusion moving forward. This should include flights, hotel, mileage, etc. A flat fee agreement is critical for processing your request.
- ◆ Include an expiration date on your offer. You can always extend an offer past an expiration date, but if there isn't an expiration date, you could be on the hook if you've moved on to other options and the artist finally gets back to you.
- ◆ Some artist agencies have an offer form to complete that requires a signature. NEVER SIGN AN OFFER FORM.
- ◆ Details you must include for all offers:
  - All-inclusive amount
  - Date
  - Event times
  - Venue name and address
  - Venue capacity
  - Ticket price (free for students)
  - Performance details (a concert, lecture, etc.)
  - Ages (all ages or 18+)
  - Offer expiration (two weeks is recommended)

#### Example language:

*[Name of student organization] offers [dollar amount] for a [type of performance] at Florida State University at [venue name] on [date of event] from [start time] to [end time]. This offer is inclusive of all travel and expenses. The capacity of [venue] is [venue capacity] and the event will be [all ages or 18+]. Admission will be free to FSU students with valid ID. Please respond to this offer within 10 business days. Please note, only the University can sign any contract or confirm any offers.*

### YOU MUST INCLUDE THE FOLLOWING STATEMENTS:

- "Contract is requested upon acceptance of the offer."
- "Performer must complete the FSU Substitute IRS Form W-9 and Vendor Authentication thirty (30) business days prior to the event"



If the artist ACCEPTS the offer complete the Contract Information Form and submit Purchase Request in Nole Central. Don't sign it or send an email confirming if you are using A&S fees to pay! SGA Accounting will receive your request, and work with the University to generate a contract or use the uploaded contract from the performer to process through the appropriate channels.

If the artist DECLINES your offer, start the process over with a new artist.

**Please note: This process is required for all contracts requiring signed agreements, including individual speakers, honorariums, or performers, and must be completed 30 BUSINESS DAYS prior to the event. Everyone getting paid from the University is required to be a vendor in the University system!**

# NOLE CENTRAL REQUESTS

## *Submitting requests to spend SGA/COGS Funds*

### Budgetary Categories

When submitting purchase requests and spending money, it is important to ensure you have money available in the category you want to use and 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 item), such as a speaker, entertainer, band, DJ, or security. RSOs cannot authorize any contract or agreement with an artist, performer, DJ or company. Submit the Contract Information Form and any documents provided in a Nole Central Purchase Request at least 30 business days prior to the proposed event for review by the University's Legal Services. **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. Submit Nole Central requests at least 15 business days prior to the event or purchase.

**Travel Expense:** RSOs in the College of Medicine request funds through MSC. Begin by submitting the Organizational/Allocation Form on the COGS Website. Once your organization's eligibility is verified, you will be contacted by the MSC Chair or Treasurer for a hearing.

**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 an EP through Nole Central. Submit Nole Central requests at least 15 business days prior to the event or purchase.

**Clothing/Awards:** This category is used to pay for clothing (t-shirts, hats, 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.

**Foundation Funds:** 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 forms 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 made a donation to your organization through the FSU Foundation already, visit SGA Accounting for more information and how to access your funds.



## Important Documents

The following SGA & COGS documents are necessary for spending A&S funds and submitting Purchase Requests in Nole Central. They are all linked below and available on the SGA website. Visit <http://sga.fsu.edu/accounting-forms.shtml> for more info.

<b>Statement of Understanding Form</b>	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 as part of the recognition process, and updated when new officers are elected.
<b>Second Authorized Signer Form</b>	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.
<b>Group Travel Roster</b>	A list of all students participating in a trip funded by SGA/COGS funds. All students participating must sign the form and provide proper information. Completed form must be uploaded in Nole Central as part of the Purchase Request anytime more than one student is traveling.
<b>Travel Information Form</b>	Travel details and Payee information for trips funded by SGA/COGS funds. (A Separate form and purchase request should be submitted for each individual student being reimbursed). Completed form must be uploaded in Nole Central as part of the Purchase Request.
<b>Contract/Honorarium Information Form</b>	The necessary information to bring a speaker, comedian, performer, DJ, or guest to campus. Information submitted will help the University generate a contract or utilize the payee's contract. Completed form must be uploaded in Nole Central as part of the Purchase Request.
<b>Expense Report</b>	A signed document for any student receiving a reimbursement for travel. Once receipts are submitted, the University generates a document detailing travel and reimbursement allocations. A copy is emailed to the student traveler by SGA Accounting. It must be SIGNED AND RETURNED via email to SGA Accounting. Once submitted, the University can process the reimbursement. Failure to return the form will result in reimbursements being delayed or cancelled.

## Gathering All of Your Documents to Submit a Purchase Request

Within Nole Central, each RSO will submit a Purchase Request for any spending you are hoping to do with SGA/ COGS Funds. The Purchase Request form will collect all the necessary information and documents you will need for any event, promotional item, or travel expenses. Check prices online and communicate with the company to receive a quote for your purchase. Prior to logging in to Nole Central, be sure you have all your documents ready to upload:

<b>Events</b>	<b>Promotional Items</b>	<b>Travel</b>
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<ul style="list-style-type: none"> <li>◆ 2nd Signer Form</li> <li>◆ Vendor quotes and list of what you are purchasing</li> <li>◆ Event Flyer with pertinent information</li> <li>◆ Completed Contractual Service/Agreement Form with all-inclusive amount if you are paying a person for a service</li> <li>◆ Date and location of event</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2nd Signer Form</li> <li>◆ Quotes for Purchases</li> <li>◆ Artwork design with SGA/ COGS logo/ statement included</li> <li>◆ Preferred purchase date</li> </ul>	<ul style="list-style-type: none"> <li>◆ 2nd Signer Form</li> <li>◆ Group Travel Roster</li> <li>◆ Conference Schedule</li> <li>◆ Trip/Travel/Flight Itinerary</li> <li>◆ Completed Travel Information Form outlining the type of travel and pertinent student information for travel reimbursement (flights, mileage, airfare)</li> </ul>
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**REMEMBER:** You should ask vendors for a quote only. Do not reserve services or commit your organization or the university to paying before receiving full approval with the purchase order!

## Overview of the Purchase Request Process

Your RSO is recognized, financially certified, and has secured funding through one of the ways detailed above for an event, clothing or promotional items, or a trip. You have funds in your Nole Central account, know what budget your money is coming front, and have all of your documents completed and ready to submit. You are ready to begin the Purchase Request process!

### Here is a breakdown of the process and what you can expect

Submit a purchase request in Nole Central under your RSO's account 15-30 business days prior to your event as required by SGA/COGS policy. Complete all fields as necessary and submit all completed required documents.

Event or Promotional Item Requests for established vendors must be submitted 15 business days prior to event date.

Services requiring Signed Agreements/Contractual Service must be submitted 30 business days prior to purchase/event/travel date.

Travel Requests for Established/Recognized Vendors must be submitted 15 business days prior to travel date.

SGA Accounting will review your request and verify forms are completed correctly, your vendor is in the system, the second signer form is accurate, the correct category has been selected, and there are no outstanding receipts. Check your email for any questions from SGA Accounting!

Approvals Begin: SGA Treasurer/COGS Deputy Speaker for Finance ensures the money is being spent according to SGA policies. In your Purchase Request, you will find any comments from them at the bottom on the page.

SGA Accounting requests a PO, check, Avis/Budget registration, conference registration, or reimbursement documents. The RSO Requestor and any student being reimbursed should regularly check their email for any questions from SGA Accounting!

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.



<b>Event or Promo Item</b>  RSO receives email with PO and instructions to submit receipts, information on contract signatures and check pick up for performer/DJ/etc	<b>Conference Registration or Avis/Budget Rental Car</b>  RSO members will visit the SGA Accounting Office to book buses, rental cars, or conference registration.	<b>Travel Reimbursement</b>  SGA Accounting prepares reimbursement materials for the individual student being reimbursed for airfare, lodging, or mileage.
<b>For services/products paid for by SGA/ COGS:</b>		<b>For pre-approved travel reimbursement:</b>
Immediately submit receipts to the SGA Funding Evaluation Receipt Submission Qualtrics, sga.fsu.edu/receipts		Immediately submit receipts to the SGA Funding Evaluation Receipt Submission Qualtrics, sga.fsu.edu/receipts

## Submitting a Purchase Request in



As an officer of your RSO, you have access to the management section of your RSO's **Nole Central** page. Log into Nole Central and go to your RSO page. On the top right corner, click the box labeled, "**Manage Organization.**" You will then be brought to your organization's leadership homepage.

On the left menu bar, Click on your Org's logo; a menu will appear.

**Click Finance.** You will be brought to your organization's "checkbook." If you click "Accounts, you will view your RSO's acquired funds. To create a Purchase Request, click the blue box in the top right corner

## The Nole Central Purchase Request Form – Details & Screen Shots

## Request Details - REQUIRED FOR ALL REQUESTS

Once you enter the Purchase Request, there will be a series of information requested. All information at the beginning of the Purchase Request is required, and then the blue boxes separate out any additional information that may be necessary pending the nature of your request.

The screenshot shows the 'Create Purchase Request' form. A callout box titled 'EXAMPLES FOR SUBJECT' lists: "DJ for Block Party", "Food for Gala", and "Lead Dev Conference". An arrow points from the 'Request Details' section to this box. Another callout box titled 'Name of event, traveler, conference, or type of items being purchased' points to the 'Description' field. A third callout box titled 'Choose one of the budget categories as described on page # 23 in which your organization has funds.' points to the 'Categories' dropdown. A fourth callout box points to the 'Account' dropdown, which has a 'SELECT...' button.

**Requested Amount:** Maximum amount of funds necessary for this request spending for which you have approval & resources.

**Categories:** The type of request you are making. Please refer back to "Budgetary Categories" if you aren't sure.

**Account:** Where the funds should come from to pay for this request. Please refer back to the "accounts" section of your Nole Central RSO page, and "Budgetary Categories" in the Financial Manual if you aren't sure. **Please note:** You can only submit requests in categories and accounts for which you have already acquired funds.

## Payee Information - REQUIRED FOR ALL REQUESTS

The Payee Information is where you put the vendor, company, or artist being paid or the student traveler being **reimbursed**. Addresses are not necessary for companies already listed as Vendors with the University, but are required for all individuals or potential new vendors.

The screenshot shows the 'Payee Information' form. A callout box titled 'Vendor or person you are paying.' points to the 'First Name' field. The form includes fields for First Name, Last Name, Street, Street Continued (Optional), City, State/Province, and ZIP/Postal Code.



For a company like “Publix,” simply put “Publix in the “First Name” category. For a student traveler getting reimbursed, enter their address 1-2 months after their trip. The “in this section” indicates where the University will mail the check!

**Remember, all vendors/payees must be in the University's database 30 business days before your event. Please contact the SGA Accounting office for more information.**

## Request Details - REQUIRED FOR ALL REQUESTS

### Additional Information

\* RSO Requestor's Name:

Name of student entering purchase request

\* Telephone Number:

Contact number of student entering purchase request

\* Benefit to the FSU student body AND how the opportunity is advertised to the entire student body:

Explain in 1-2 sentences the benefit to the student body and how they will find out about it!

\* Date, time, and location of event (including conference or travel or dates to hand out promotional items):

MM/DD/YEAR, Time, Building, or City location of conference

\* Have you completed an event proposal?

☐ Yes

☐ No 

☐ Request is for Travel, no EP required

Remember you always need to add SGA/COGS logo to your advertisement

Please upload a flyer image for the event advertising that includes:

- Name of event, Date, Time, Location, and the SGA/COGS logo.

Purchase requests regarding events cannot be processed without an event flyer.

UPLOAD FILE

### \* SECOND AUTHORIZED SIGNER FORMS

Please upload verification this purchase request has been reviewed and approved by the second authorized signer for the organization. This form must be completed by the 2nd Authorized signer for each request submitted. **If the request exceeds \$1000, the organization's advisor must also sign the form.**

This form should be signed and uploaded to verify approval from an officer that is NOT submitting the request.

SECOND AUTHORIZED SIGNER FORM

UPLOAD FILE

Download the forms you need online:  
**Second Authorized Signer Form**





Second Signer Form: When uploading the form, saved as “2nd Signer.RSOName.RequestSubject” by clicking the “Upload File,” choosing a file, and clicking “Okay.” File size must be under 4MB. Allowable file types are **DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, RTF, CSV, JPG, JPEG, GIF, PNG, TIF, TIFF, SVG, WPS, WPD.**

You will now move forward with providing the details and necessary documents for your particular request: Travel Request, Event or Promotional Item Request, or Services Requiring Signed Agreements. The **BLUE Boxes** serve as separators in the form – fill out and upload the information for each request only under the proper blue box.

## TRAVEL REQUEST

After completing the above required information within Nole Central, for any type of Travel Request, you will be required to upload a series of documents. Each Purchase Request should have its own **Second Signer Form** and **Travel Information Form**. If multiple students are getting reimbursed, you must submit a Purchase Request for each student. If you were funded for multiple components of travel (rental car and conference registration, for example), you must submit a different Purchase Request for each travel vendor. The signed **Group Travel Roster**, Conference Schedule or Agenda, and Travel Itineraries may be similar. Read below regarding the information that is necessary for all travel forms.

### TRAVEL REQUEST

This section is for submission of any travel purchase requests: Avis/Budget rental car request, conference registration payment request, or individual student travel reimbursement for airfare, mileage, or hotel.

Please revisit the Travel information in the Financial Manual.

If you are not submitting a request for travel, please scroll down to the next blue box.

Please upload the SGA/COGS Travel Information Form here:

UPLOAD FILE

Please upload the SGA/COGS Group Travel Roster here:

UPLOAD FILE

Please Upload the Conference Schedule or Agenda here:

UPLOAD FILE

Please Upload all Travel Itineraries (flights, reservations, details, etc) here:

UPLOAD FILE

**Travel Information Form:** This form is available on the SGA Accounting website and required for all travel requests. It includes trip information, including dates and times of travel, travel destination, and conference meeting name and address. There is a breakdown of the form for Individual Student Reimbursement Information, Conference/ Meeting Registration Payment Request Information, and Enterprise/National Car Rental Request information. Be as detailed as possible, save the file as “**Travel.RSOName.ConferenceName.**” and upload in Nole Central.

### PLEASE NOTE

Contact SGA Accounting to set up a meeting concerning your group conference/meeting registration information.



# 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 is more than one student traveling. This information is required for all travel funding. Each student traveler, as well as the organization's advisor, must complete and sign the Group Travel Roster with their individual information, emergency contact, and type of travel prior to the RSO submitting the travel request in Nole Central. Once all signatures have been obtained, scan and save the file as "GroupTravelRoster.RSOName" and upload in Nole Central.

GROUP TRAVEL ROSTER	
<i>Required for all students traveling on an SGA/COGS funded trip. Complete this form and upload in a Nole Central Purchase Request with additional required documents. Incomplete requests will be denied.</i>	
Organization Name: _____	
Conference/Meeting/Event Name: _____	
Dates of Travel: _____	
Traveler Information	
Name (Last, First MI)	<b>Please Check all that Apply:</b> <input type="checkbox"/> Student traveler <input type="checkbox"/> Driving personal vehicle on trip <input type="checkbox"/> Driving Rental vehicle on trip <input type="checkbox"/> Requesting reimbursement for travel expenses <input type="checkbox"/> Traveling by Airplane <input type="checkbox"/> Traveling Internationally
Phone & FSU Email	
Local Address	
Emergency Contact Name, Phone Number and Relationship	
Signature	

**Conference Schedule or Agenda:** To process travel requests, SGA Accounting must share the conference schedule or agenda with the University Travel department. You can usually find this on the Conference website, or in an email detailing when the event begins, ends, and the types of sessions or scheduled offered while there. Save a PDF file or photo of the schedule or agenda and upload it in the Nole Central Purchase Request, saved as "Agenda.RSOName.ConferenceName."

**Travel Itineraries:** Travel details and itineraries are required by the University Travel department. This includes:

- ◆ Quotes from Avis/Budget regarding rental cars
- ◆ Flight information including Ticket Number, trip details (departure/arrival times, airport, and stops), proof of payment
- ◆ Confirmation of any reimbursable requests (hotel reservations, etc)

*When in doubt, upload the materials to the Purchase Request! The more details, the better!*



# EVENT OR PROMOTIONAL ITEM REQUEST

The next blue box section is for all purchases related to RSO events or promotional items including food, decorations, and supplies.

For events, you are required to upload a flyer image for the event that includes the name of event, date, time, location, sponsoring RSO, and the SGA/COGS logo. Events funded by SGA/COGS funds must be free and open to all Florida State students. Save the files as “**EventName.RSOName.**”

## EVENT OR PROMOTIONAL ITEM REQUEST

This section is for all purchases related to RSO events or promotional items including food, decorations, supplies, etc.

If you are submitting a request for event that requires a signed agreement, honorarium or a contract, submit the event information and event flyer and then scroll down to the next blue box.

Type of items being purchased (describe what you want to buy and how they will be used):

2 names for Purchase Order (students picking up items)

Purchase Dates (To/From):

Please upload VENDOR QUOTES with the following information:

- Company Name, Item Numbers, Quantity, Description, Unit Price, Amount, Total Cost

**\*Each item purchased must be listed line by line unless this is a general food purchase from Publix or Costco.**

UPLOAD FILE

Upload any Vendor quotes you have and provide detailed information about what you will be purchasing and how you will use it.

For most purchases, you will receive a Purchase Order. Include the names of up to two (2) students that will go to the vendor, make the purchases, give them the Purchase Order, and submit the receipt back to SGA/COGS at [sga.fsu.edu/receipts](http://sga.fsu.edu/receipts).

Artwork for all promotional items, including clothing, must be pre-approved. Upload your artwork in the proper box. Name the file, “**TypeofItem.Nameof RSO.**”



## SERVICES REQUIRING SIGNED AGREEMENTS

In addition to the Event flyer and information, additional information is required for SGA Accounting to process a contract or rental. University officials and Legal Counsel must review any signed agreements, and only University officials can sign contracts.

### SERVICES REQUIRING SIGNED AGREEMENTS

This section is for a purchase request where you are paying a person or company for something that requires a signed agreement or contract.

This includes paying honorarium, performers, artists, entertainers, DJs, speakers, photographers, inflatables, rental machines, etc.

Upload Contract Information Form here:

UPLOAD FILE

Please upload:

- any written contract/agreement provided by the contracted payee, or
- an itemized quote/list of the purchase.

**\*\*STUDENT ORGANIZATION OFFICERS ARE NOT AUTHORIZED TO SIGN ANY CONTRACTS.\*\***

UPLOAD FILE

**Contract Information Form:** The form on the SGA website must be completed and uploaded when paying a person. Please submit all the details required, including when set up and closing will be, so SGA Accounting can properly submit your request. The information provided in the form will help the University generate a contract for your performer to sign. Should they have their own contract, please upload it here. The University will review it and make necessary changes before entering into an agreement with an artist.

Once you submit a purchase request in Nole Central it will begin the process. Check your email and Nole Central for questions about where you are in the process!

**Remember:** *Do not advertise contracted events until the contract is signed*

## SUBMITTING RECEIPTS

### Completing Your Purchases for Payment

After a purchase is made and the materials have been received, it is imperative that you submit the receipt or invoice for processing. Without a receipt, vendors will not be paid, and your RSO cannot spend additional funds.

To submit your receipts for purchases using SGA/COS funds, upload a picture or scan of the receipt to the "SGA & COGS Receipt Submission 2022-2023"

**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](https://sga.fsu.edu/receipts)**





## 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 a Purchase Request in Nole Central at least thirty (30) days prior to travel, and upload the 2nd Signer Form, Travel Information Form, Group Travel Roster, Conference Agenda/Schedule, and detailed travel itinerary information.

***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. The University will not reimburse student organization accounts, purchases out of compliance with SGA/COGS and University policies, or purchases without proper documentation.***

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 in the Purchase Request and on **The Travel Information Form**, so please ensure this information is accurate.

Students must submit receipts to the SGA & COGS Receipt Submission 2022-2023 immediately following the trip, and within ten (10) days of the trip for the reimbursement to occur. This can include any receipts for flights, lodging, gas, tolls, parking, etc., if such requests have been submitted and approved prior to the trip in Nole Central in the process outlined above. ***Please note: travelers who do not submit receipts may become ineligible for reimbursement and their request cancelled. Missing receipts may also lead to the RSO to be ineligible for additional spending.***

Once documents are processed and the student signs their Expense Report and returns to SGA Accounting via email, 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 from collection of all receipts and a signed Expense Report, so students are encouraged 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 SSEC 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: <https://www.google.com/maps/dir///@30.4383207,-84.3016011,15z/data=!4m2!4m1!3e0>. 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, Avis/Budget must be used unless there is a justification as to why Avis/Budget could not be used. To obtain an estimate, call 1-800-338-8211 (State of Florida Reservations Desk), reference the state contract number, "78111808-20-1". 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.



# LAST CHANCE TO SPEND FUNDS

SGA/COGS follow the University's fiscal year calendar. The fiscal year begins on July 1, 2022. SGA/COGS funds and processes will be available in Nole Central on July 11, 2022.

In order to have time to process requests at the end of the fiscal year, all purchase requests must be submitted in complete in Nole Central by May 19, 2023. All receipts for purchases and travel must be submitted to the Accounting office by June 5, 2023. 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.

## *Student Government Association*

**Last day to submit Requests  
MAY 19, 2023**

**Last day to submit Receipts  
JUNE 5, 2023**

# FINANCIAL CERTIFICATION

## Financial Certification

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

Please take the Financial Certification Exam in Canvas. At least two officers 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 your score immediately after taking the test.

The RSO Director/President, financial officer, another executive board member, and advisor must complete and submit an SGA Statement of Understanding Signer Form. All students on the SGA Statement of Understanding Signer Form must be financially certified. The form can be signed electronically and uploaded to your organization's Nole Central re-recognition application.

## Questions and Support

The 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.

For questions, please feel free to visit SGA Accounting on the 3rd floor of Student Union or attend the Q&A sessions on Zoom!









# FLORIDA STATE UNIVERSITY

## STUDENT GOVERNMENT & ADVOCACY

