

1998

Budget 1998-1999

Student Government Association BBC, Florida International University

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**FIU
SGA
ACCOUNTING**

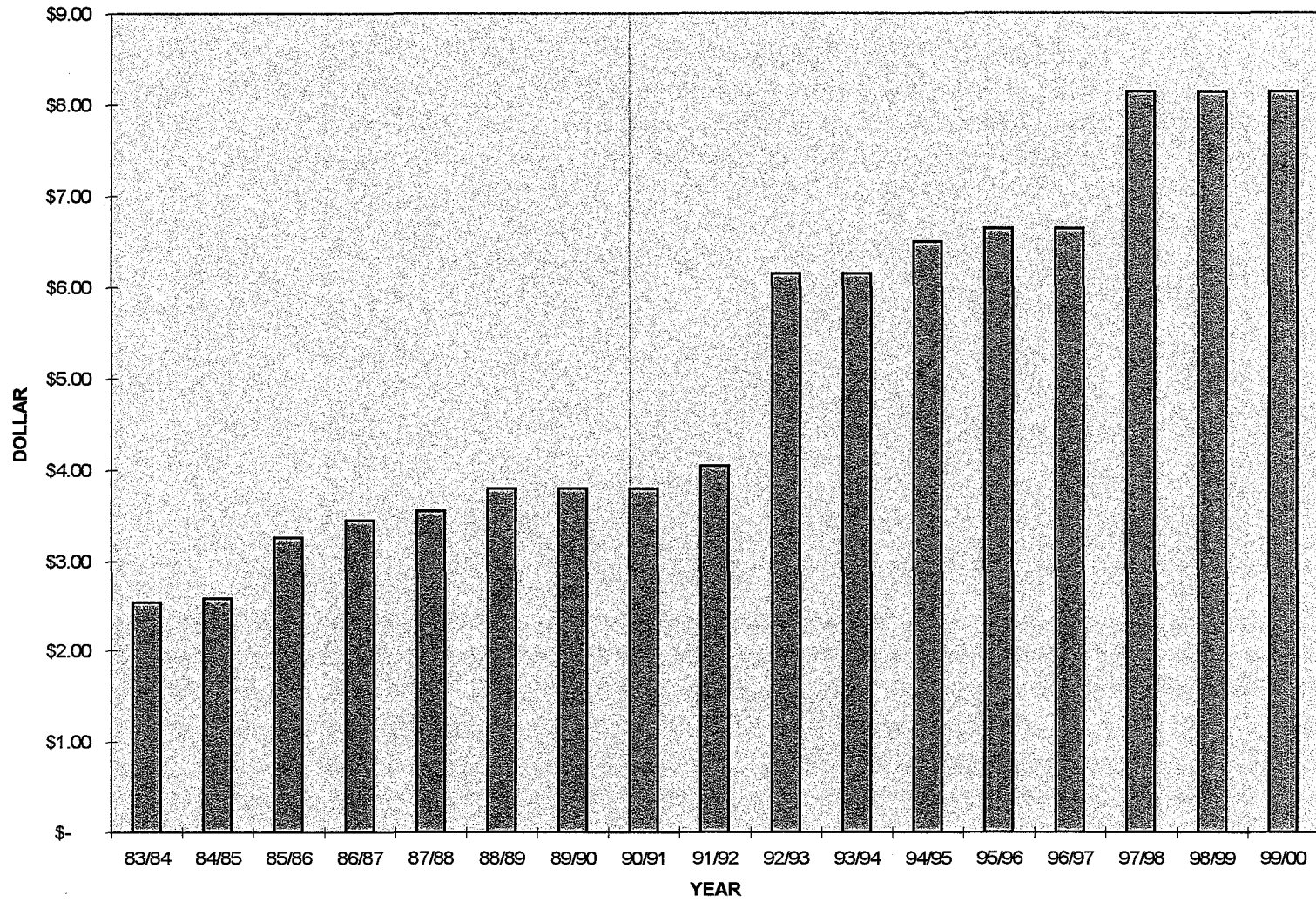
1998 - 1999

Student
Government
Association

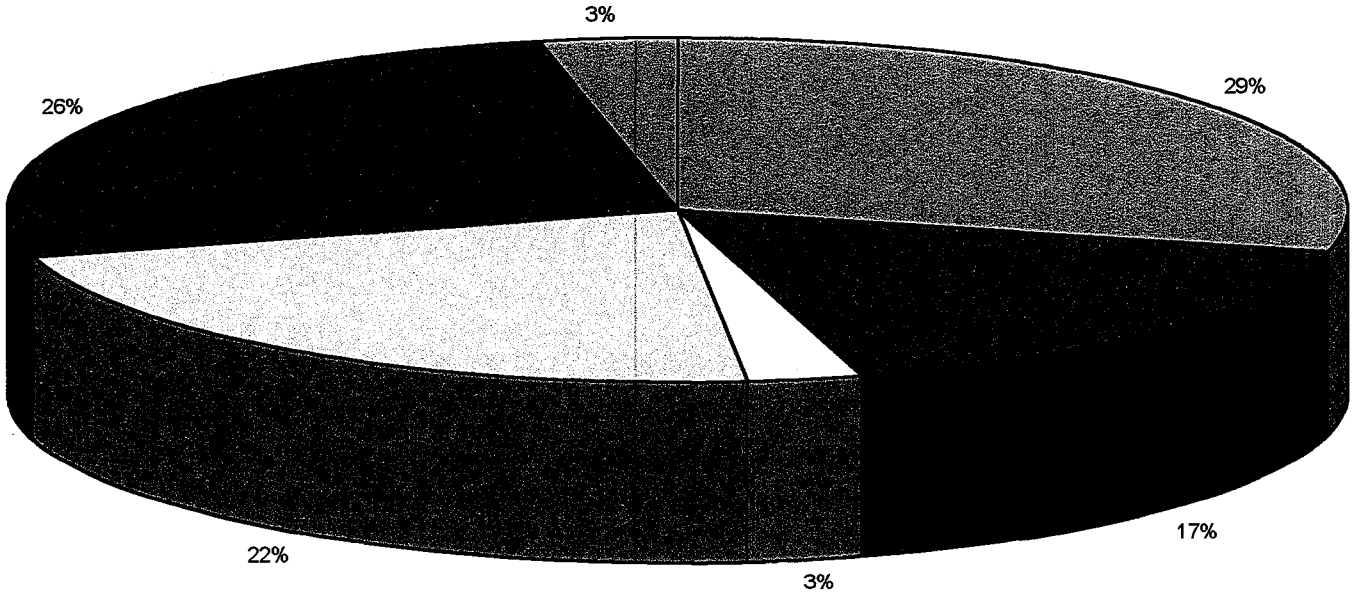
Activities and Services Fee

Budget

A&S FEES

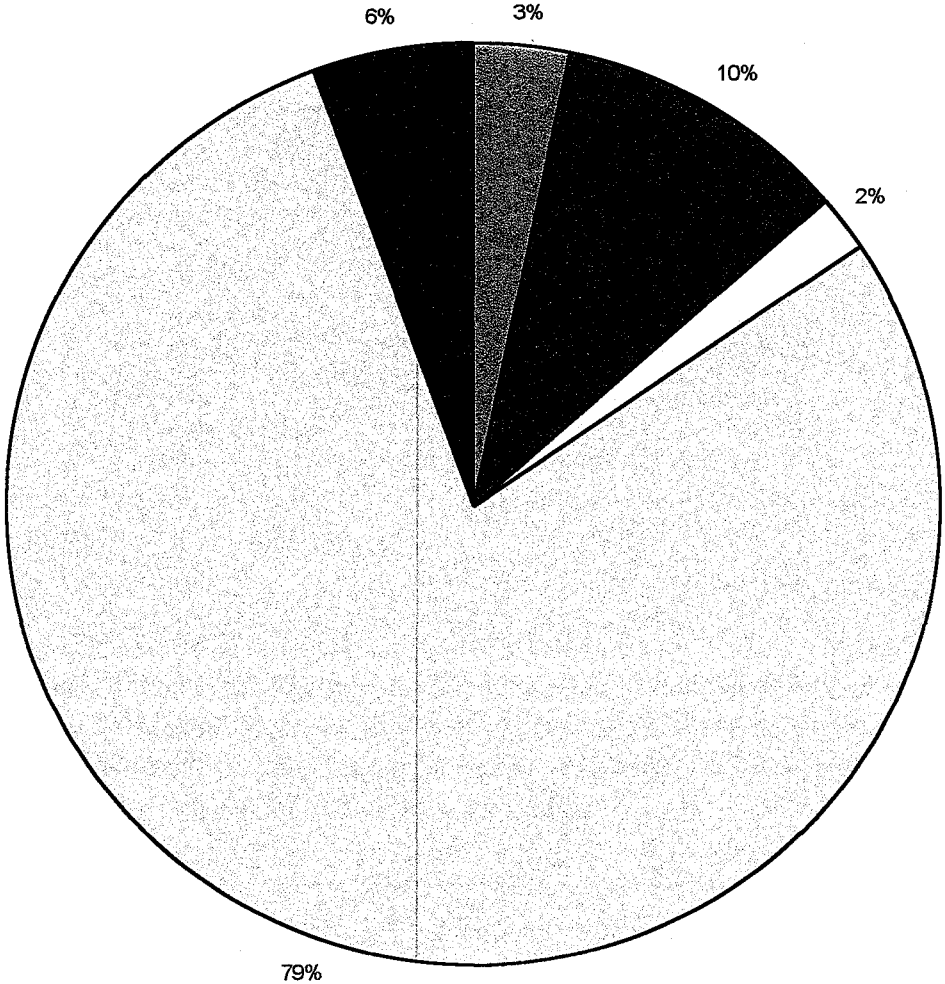


U/W & U/P BUDGET



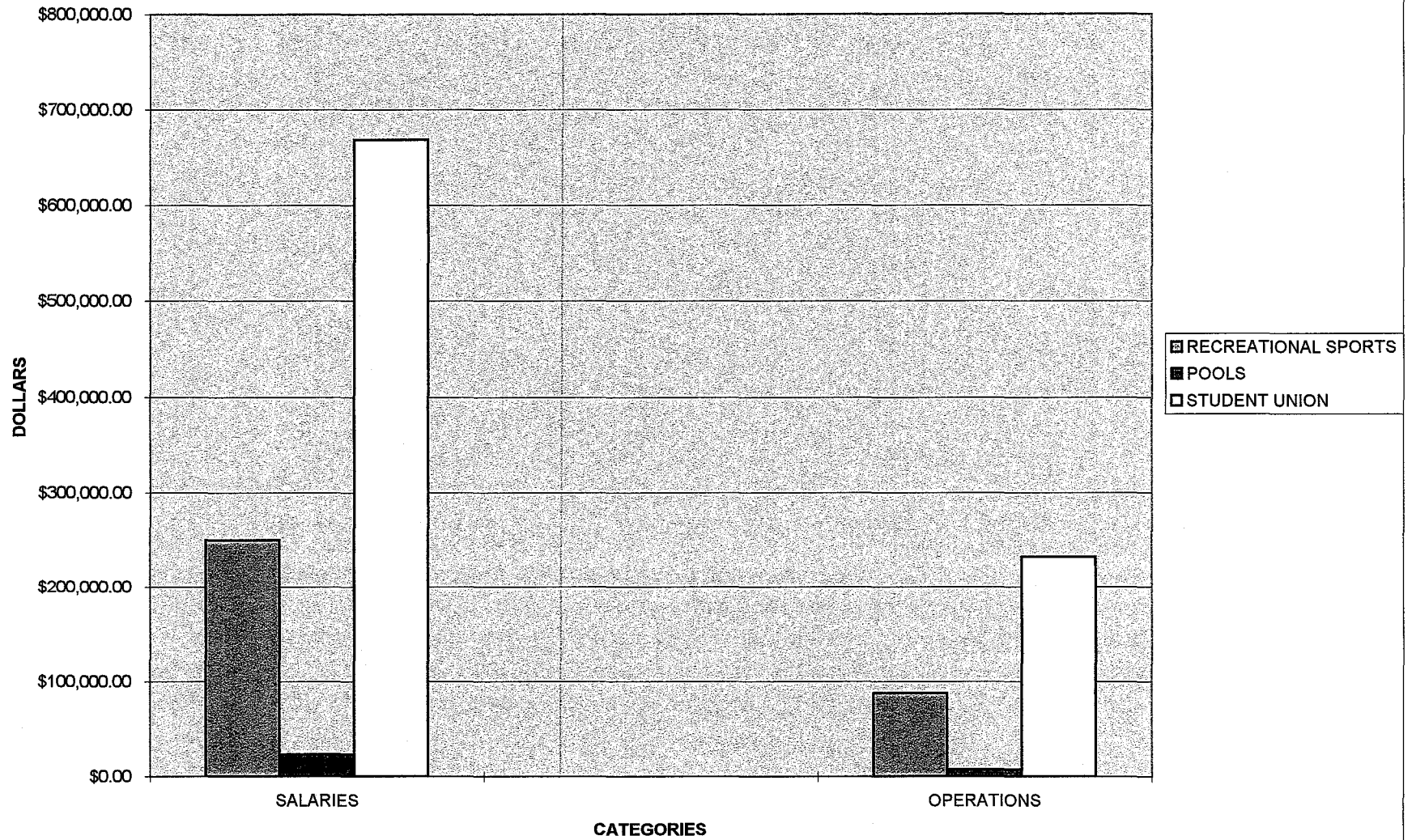
- A&P/USPS SALARIES
- OPS
- OVERHEAD
- OPERATIONS
- SERVICES ACTIVITIES PROGRAMING
- TRAVEL

DIVISIONAL SUPPORT



- BUSINESS & FINANCE
- ATHLETICS
- ACADEMIC AFFAIRS
- STUDENT AFFAIRS
- UNIVERSITY RELATIONS

FACILITIES



**STUDENT GOVERNMENT ASSOCIATION
SUMMARY**
Activities and Service Fees Budget
1998-99

REVENUE SOURCES (1)

ESTIMATED FEES	5,509,933.00
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GRAND TOTAL - REVENUE SOURCES	5,509,933.00
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USES OF REVENUE

STUDENT GOVERNMENT ASSOCIATION - UNIVERSITY WIDE

OPERATING EXPENSES	793,600.00	
TRANSFERS	2,444,000.00	
SUMMER RESERVE	337,000.00	
OVERHEAD	100,000.00	
Total University Wide		3,674,600.00

STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

PAYROLL - Salaries	536,000.00	
OPERATING EXPENSES	814,592.00	
Total University Park		1,350,592.00

STUDENT GOVERNMENT COUNCIL - NORTH MIAMI & BROWARD CAMPUS

PAYROLL - Salaries	175,000.00	
OPERATING EXPENSES	309,741.00	
Total N. Miami & Broward Campuses		484,741.00

GRAND TOTAL - USES OF REVENUE	5,509,933.00
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SGA UNIVERSITY WIDE

OPERATING EXPENSES

FSA FEE 15,000.00

MEDIA :

RADIO STATION -

Stipends 20,000

Operating 80,000

Sub-total 100,000.00

STUDENT HANDBOOK 40,000.00

BEACON 8,000.00

VOX 10,000.00

Total Media 158,000.00

SERVICES:

ORIENTATION 60,000.00

INTERNATIONAL STUDENT ORIENT 5,000.00

Total Services 65,000.00

HONORS COUNCIL

MAIN ACCOUNT 10,000.00

SOCIETIES ACCOUNT 35,000.00

Total Honors Council 45,000.00

CAMPUS MINISTRY

5,000.00

GRADUATE STUDENTS

110,000.00

EMOLUMENTS:

U/P Emoluments 100,000.00

N/C Emoluments 87,600.00

Total Emoluments 187,600.00

ALTERNATIVE SPRING BREAK

8,000.00

HOMECOMING

100,000.00

SPEAKER'S BUREAU

100,000.00

TOTAL OPERATING EXPENSES

793,600.00

TRANSFERS;

STUDENT CENTERS:

Graham University Center	940,000.00	
Wolfe University Center	740,000.00	
Total Student Centers:		1,680,000.00

RECREATIONAL SPORTS:

U/P Recreational Sports	419,000.00	
U/P Pool	45,000.00	
N/M Recreational Sports	115,000.00	
N/M Rec. Sports Equipment	35,000.00	
N/M Pool	150,000.00	
Total Recreational Sports Accounts:		764,000.00

TOTAL TRANSFERS		2,444,000.00
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SUMMER RESERVE		337,000.00
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OVERHEAD		100,000.00
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TOTAL - STUDENT GOVERNMENT UNIVERSITY WIDE	3,674,600.00
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STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

U/P PAYROLL - Salaries 453,000.00

U/P PAYROLL - Salaries - OPS

<i>SGA - MAIN OFFICE</i>	<i>15,000.00</i>	
<i>SGA - GRAPHICS</i>	<i>9,000.00</i>	
<i>SGA - ACCOUNTING</i>	<i>14,000.00</i>	
<i>SGA-CAMPUS LIFE</i>	<i>45,000.00</i>	
<i>TOTAL PAYROLL -OPS</i>		<i>83,000.00</i>

OPERATING EXPENSES

<i>OFFICE ACCOUNTS</i>		
<i>SGA- MAIN OFFICE</i>	<i>20,000.00</i>	
<i>SGA-GRAPHICS</i>	<i>7,000.00</i>	
<i>SGA-ACCOUNTING</i>	<i>17,000.00</i>	
<i>SGA-CAMPUS LIFE</i>	<i>35,000.00</i>	
<i>Total Office Accounts</i>		<i>79,000.00</i>

GOVERNING COUNCIL OPERATING ACCOUNT

<i>PRESIDENT TRAVEL /DISCRETIONARY</i>	<i>12,000.00</i>	
<i>PUBLIC RELATIONS</i>	<i>13,000.00</i>	
<i>SGA BANQUET</i>	<i>3,092.00</i>	
<i>LOBBYING PROGRAM</i>	<i>10,000.00</i>	
<i>ELECTIONS</i>	<i>1,500.00</i>	
<i>ACADEMICS AFFAIRS</i>	<i>1,000.00</i>	
<i>STUDENT SERVICES</i>	<i>1,000.00</i>	
<i>STUDENT UNION BOARD</i>	<i>1,000.00</i>	
<i>FINANCE COMMITTEE</i>	<i>1,000.00</i>	
<i>INTERNS</i>	<i>1,500.00</i>	
<i>Total Governing Council</i>		<i>45,092.00</i>

CAMPUS LIFE-

Calendar	24,000.00	
Beacon Ads	3,000.00	
Total Public Relations		27,000.00

President 's Retreat	2,000.00	
E-Board Leadership Training	2,000.00	
Enrichment Workshop	1,000.00	
Total Education Workshop		5,000.00

Welcome (Fall & Spring)	10,000.00	
Spring Luau	9,000.00	
Holiday Party	2,000.00	
End of the Year Banquet	4,000.00	
Total Events/Programs		25,000.00

CONTINGENCY		15,000.00
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TOTAL COUNCIL BOARD		72,000.00
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STUDENT PROGRAMMING COMMITTEE-MAIN ACCOUNT

Dues	5,000.00	
Beacon Ads	8,000.00	
Posters, Giveaways, t-shirts	2,000.00	
Other Ads/Promos/Newsletters	2,000.00	
Total Public Relations		17,000.00

Conferences	6,000.00	
Concerts (2 Major events)	80,000.00	
Comedy	58,000.00	
Films	30,000.00	
Midday Breakaway	20,000.00	
Campus Wide Programming	4,000.00	
Total Events/Program		198,000.00

Overhead/Office Expenses		4,000.00
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SPC-THEME EVENTS ACCOUNT:

American Heritage	15,000.00	
Hispanic Celebration	15,000.00	
Black Heritage	15,000.00	
World Celebration	15,000.00	

Total Student Programming Committee		279,000.00
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STUDENT ORGANIZATION COMMITTEE

Posters, Giveaways, T-shirt	3,000.00	
Other Ads/Promos/Newsletters	2,000.00	
<i>Total Public Relations</i>		5,000.00
<i>Educational Programs-Orientation</i>		3,000.00
<i>Campus Wide Programming/Events</i>		4,000.00
Duplicating/Mailing	6,000.00	
Overhead/Office Expenses	5,000.00	
<i>Total Operating Expenses</i>		11,000.00
<i>SOC-Combined Travel/Reserve</i>		120,000.00
<i>Total Student Organization Committee</i>		143,000.00
 <i>RESIDENCE HALL ASSOCIATION</i>		
Hall Councils	6,000.00	
Ads/Promos/Newsletter	1,000.00	
Conference	2,000.00	
Thanksgiving	1,600.00	
Campus Wide Programming	7,500.00	
<i>TOTAL RESIDENCE HALL COUNCIL</i>		18,100.00
 <i>PANTHER RAGE</i>		
Posters/Giveaways/T-shirts	6,000.00	
Staff T-Shirts	500.00	
<i>Total Public Relations</i>		6,500.00
Campus wide Programming	4,500.00	
Pep Band	4,000.00	
<i>Total Events/Programming</i>		8,500.00
Duplicating/Mailing	2,500.00	
Overhead/Office Expenses	1,000.00	
<i>Total Operating Expenses</i>		3,500.00
<i>TOTAL PANTHER RAGE</i>		18,500.00

GREEK AFFAIRS

<i>UIFI Conference</i>	1,900.00	
<i>Greek retreat</i>	2,000.00	
<i>Total Conferences</i>		3,900.00
<i>Food Supplies</i>	1,500.00	
<i>Publicity</i>	2,000.00	
<i>Total Recruitment</i>		3,500.00
<i>Speakers</i>	2,000.00	
<i>Tri-Council Training</i>	1,000.00	
<i>New Member's Day</i>	500.00	
<i>Total Education Programs</i>		3,500.00
<i>Faculty/Advisor Picnic</i>	1,000.00	
<i>Greek Week/Willy Chirino foundation</i>	5,000.00	
<i>End of the Year Banquet</i>	2,500.00	
<i>Total Events</i>		8,500.00
<i>Greek Book</i>	6,000.00	
<i>Newsletter (Bi-Semesterly)</i>	500.00	
<i>Advertisement/Promotions</i>	1,000.00	
<i>Total Public Relations</i>		7,500.00
<i>Operating Expenses</i>		500.00
<i>Contingency</i>		2,000.00

29,400.00

NATIONAL PAN-HELLENIC COUNCIL

<i>Rush Activities (T-Shirts)</i>	800.00	
<i>High School Day/FIU/NPHC</i>	500.00	
<i>Advertisements/Promotions</i>	400.00	
<i>Operating Expenses</i>	300.00	
<i>TOTAL NAT'L PAN-HELLENIC COUNCIL</i>		2,000.00

PANHELLENIC COUNCIL

<i>Rush Activities (3 nights)</i>	1,000.00	
<i>Advertisements/Promotions</i>	450.00	
<i>Dues</i>	250.00	
<i>Operating Expenses</i>	300.00	
<i>TOTAL PANHELLENIC COUNCIL</i>		2,000.00

INTERFRATERNITY COUNCIL

Dues	150.00	
Rush Activities	500.00	
Greek Move In (Food)	450.00	
Greek Unity (Philanthropy)	300.00	
Advertisement/Promotions	400.00	
Operating Expenses	200.00	
		2,000.00

TOTAL INTERFRATERNITY COUNCIL

CLUB SPORTS:

KARATE	2,000.00	
BOXING	2,000.00	
WRESTLING	2,000.00	
Total Club Sports		6,000.00

STUDENT GOVERNMENT SPECIAL PROJECTS:

Vox	2,000.00	
Career Services	3,000.00	
Debate	10,000.00	
Writing Across the Disciplines	3,000.00	
Model United Nations	12,000.00	
Summer Link	2,000.00	
Business Student Tutoring Lab	5,000.00	
Cram Jam	2,000.00	
Peer Advisor's Retreat	2,000.00	
P.E.A.C.E. /Diversity Program	10,000.00	
Student Alumni Association	20,000.00	
VAC	5,000.00	
Course Guide	5,000.00	
Martin Luther King Breakfast	500.00	
Student Art Gallery	4,000.00	
Honor Council	6,000.00	
SOC	2,000.00	
College of Health Orientation	500.00	
Total Student Government Special Projects		94,000.00

SGC- U/P CONTINGENCY 24,500.00

TOTAL OPERATING EXPENSES

814,592.00

TOTAL STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK 1,350,592.00

STUDENT GOVERNMENT COUNCIL- NORTH & BROWARD CAMPUSES
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NORTH & BROWARD CAMPUSES PAYROLL- Salaries

175,000.00

N/C PAYROLL - Salaries - OPS

<i>Office Salaries</i>	18,000.00	
<i>Professional Position-Chief of Staff</i>	7,000.00	
<i>Professional Position-Executive Assistance</i>	3,000.00	
		28,000.00

OFFICE OPERATION

<i>SGC Main Office</i>	13,000.00	
<i>Student Activities</i>	8,000.00	
		21,000.00

OPERATING EXPENSES

<i>SGC GENERAL FUND</i>	9,000.00	
<i>SGC- GOVERNMENT TRAVEL</i>	6,000.00	
<i>ACADEMIC AFFAIRS COMMITTEE</i>	1,000.00	
<i>STUDENT SERVICES COMMITTEE</i>	1,000.00	
<i>PUBLIC RELATIONS</i>	5,000.00	
<i>SGC RESERVE</i>	4,000.00	
<i>INTERN PROGRAM</i>	1,500.00	
<i>SGC CONTINGENCY</i>	6,000.00	
<i>COMPUTER UPGRADES</i>	5,000.00	
<i>RETREAT</i>	2,500.00	
<i>BANQUET</i>	1,500.00	
<i>DISCRETIONARY</i>	8,000.00	
<i>FSA TRAVEL</i>	3,000.00	
<i>ELECTIONS</i>	3,000.00	
<i>PARAPHANALIA</i>	4,000.00	
<i>FURNITURE/OFFICE BEAUTIFICATION</i>	4,000.00	
<i>Total Office Accounts</i>		64,500.00

STUDENT ORGANIZATION COUNCIL 30,000.00

STUDENT PROGRAM COUNCIL 105,000.00

BAY VISTA HALL COUNCIL 5,500.00

BROWARD CAMPUS 25,000.00

SPECIAL PROJECTS

Business Etiquette & Networking 1,000.00

<i>Secretary Day</i>	500.00
<i>Voters Drive</i>	1,241.00
<i>Cram Jam</i>	2,500.00
<i>Entrepreneurs Workshops</i>	1,000.00
<i>Leadership Workshops</i>	1,000.00
<i>Meet and greet Dayz</i>	1,000.00
<i>I Love FIU Dayz</i>	2,000.00
<i>Club Sports</i>	2,000.00
<i>Panther Rage/Panther Pride</i>	8,000.00
<i>Junior Panther Dayz</i>	1,000.00
<i>International Student Week</i>	1,000.00
<i>Mentoring Program</i>	3,500.00
<i>Student Union Board</i>	5,000.00

30,741.00

TOTAL OPERATING EXPENSES

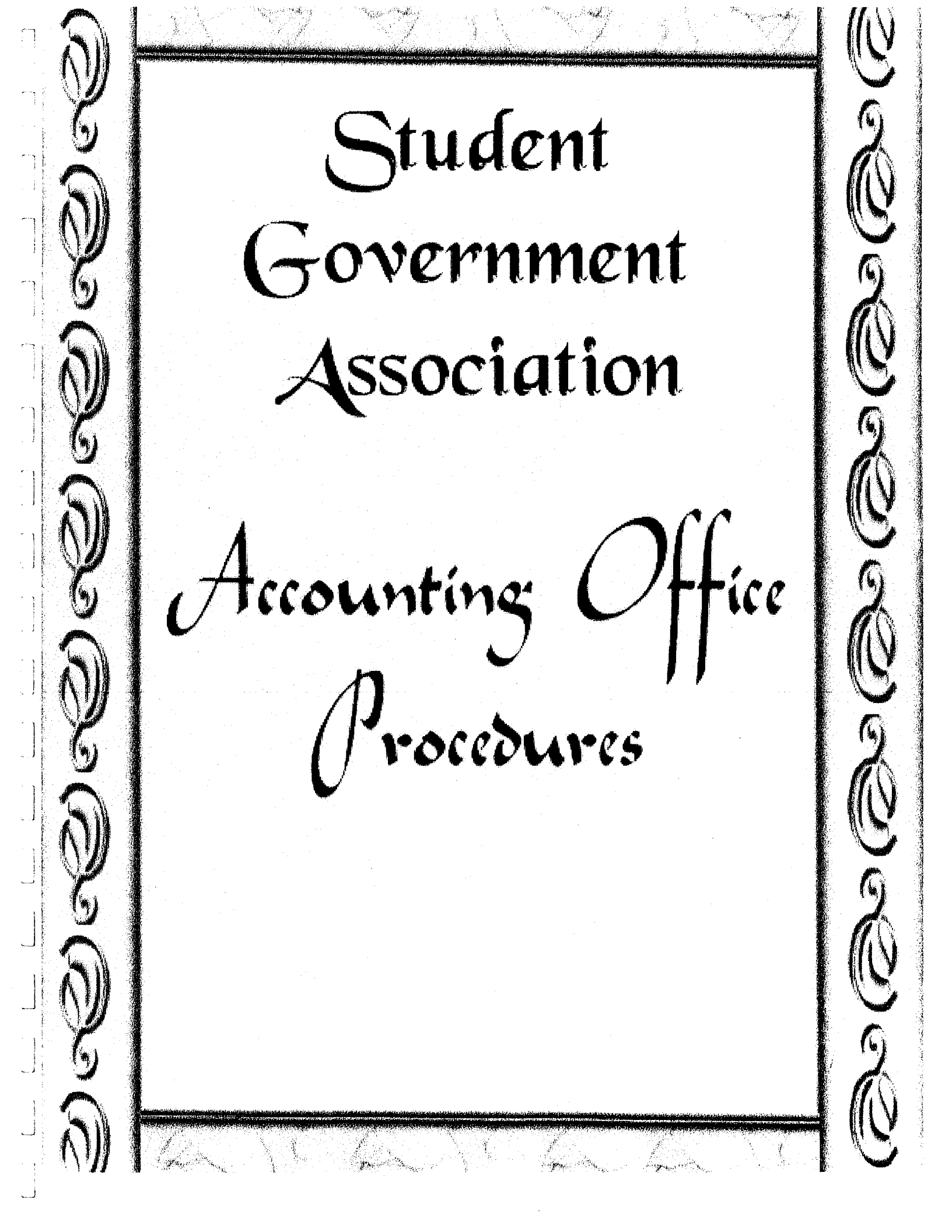
309,741.00

TOTAL STUDENT GOVERNMENT COUNCIL-NORTH & BROWARD CAMPUSES

484,741.00

GRAND TOTAL- USES OF REVENUE

5,509,933.00



Student
Government
Association

Accounting Office
Procedures

SGA Accounting Office Office Operation Procedures

General Information:

The SGA Accounting Office consists of the SGA Accountant, the Finance Committee Chair, and Supportive Staff. This office is in charge of the fiscal handling of A & S Fees (Activities and Service Fees) allocations. The SGA Accountant and the SGC Finance Committee Chair are responsible for insuring that state funds are allocated properly and legally into all the different categories and codes in the state system. The SGA Accounting Office controls University Wide and U/P A & S Fee disbursements. All transactions must be routed through this office and require the signature of the SGA Accountant and the SGC Finance Committee Chair or the SGC President. Committee chairpersons and student leaders are required to be informed by the SGA Accountant on the policies and procedures of the University. This will allow for the appropriate planning of the activities and the funds to be assigned well in advance.

Office Personnel:

SGA Accountant, as the staff representative for the Division of Student Affairs, is the chief fiscal officer for all financial accountability of the Student Government Association. He/she is responsible for briefing the SGA on all SGA accounts. He/she manages the SGA Accounting Office Staff, which consist of two Sr. Fiscal Assistants and a Clerk Typist.

SGC University Park Finance Committee Chair is the chief financial officer of the University Park campus. He/she must abide by all provisions set forth in the SGA Constitution and Bylaws. He/she is the liaison between the SGC and those entities receiving A & S Funds. He/she must be responsible for monitoring and controlling the use of funds and enforcement of budgetary constraints and proviso language. He/she must be the chairperson of the University Park Finance Committee and a member of the SGA University Wide Council.

Sr. Fiscal Assistant for General Finances deals with staff and students, assisting them in general SGA financial matters and in the preparation of authorized expenditures requests. He/she processes expenditure requests from the departments, committees and the clubs based on their approved funds. He/she screens staff and students handling situations at his/her level, referring them to the Accountant and Finance Committee Chair when necessary.

Sr. Fiscal Assistant for Travel deals with staff and students, assisting them with their travel arrangements and other related office matters. He/she process all travel related documents. He/she also assists in processing the expenditures request from the departments, committees and the clubs, as needed.

Clerk Typist helps with the office operations. He/she is able to assist staff and students in financial matters. He/she assists the Accountant, the staff and the Finance Committee Chair in processing data in the computer.

Activities and Service Fee (A & S Fees) Budget Process:

During the month of January, the Office of Budget Planning provides the SGC Finance Committee Chair with the enrollment projections for the next fiscal year. This is necessary in order to initiate the budget process.

A. Chronological Steps:

- 1) The SGC Finance Committee Chair must send letters to past year's recipients of A & S Funds requesting them to submit their budget for the new fiscal year. Interested directors/chairpersons are responsible for presenting their budgets at the appropriate time.
- 2) The SGA University Council, the SGC University Park Council, and North Miami Council meet, deliberate, and amend the requests based on their goals and objectives and the availability of funds.
- 3) This budget is then voted by the respective Councils.
- 4) The SGC Presidents sign the budget.
- 5) The SGC Presidents send the budget to the Vice President for Student Affairs for review.
- 6) The Vice President for Student Affairs then forwards it to the President of the University.
- 7) The President has two weeks to approve or disapprove the budget. The budget becomes the official SGA budget after the approval of the University President.
- 8) Subsequently, the SGC Finance Committee Chair advises all recipients of A & S funds of their approved budgets and requests from them a re-submission of their itemized budgets reflecting the actual approved allocation.
- 9) The SGC Finance Committee Chair approves/disapproves the new itemized budget based on the provisions and proviso language set forth in the budget.
- 10) The SGC Finance Committee Chair presents these budgets to the Councils.
- 11) The budget process is finished and funds are ready to be disbursed.

B. Budget Preparation

- 1) Administrative advisors/committee chairpersons must examine their department/committee statutes.
- 2) They must analyze previously budgeted expenses and evaluate past programs and activities.
- 3) They must clearly outline future needs and priorities and determine if they are still the same.
- 4) Department heads/committee chairpersons then, must fill out the Budget Request Form.
- 5) The budget request form must be submitted to the SGA Accounting Office no later than the date specified by the SGC Finance Committee Chair.

Please note that the SGA Accounting Office maintains current records of activities held during the present fiscal year and from the previous years, available upon request. Also note that after the A & S budget is approved, a new itemized budget must be submitted based on allocation of funds.

Budget Transfers

All accounts are established at the beginning of the budget process. The SGA Accountant and SGC Finance Committee Chair must be informed of any department or committee allocating funds to outside areas. These funds must be disbursed from the SGA established account. All expenditures must comply with state procedures and regulation. All disbursements must be routed through the SGA Accounting Office.

Procedures for Releasing of Funds

After Budgets have been approved, all recipients of A&S Fees (Student Government Funds) must comply with their itemized budgets when requesting funds to be released. If there is any deviation from the budget, an amendment must be requested.

All forms need both the University administration's and SGC Finance Committee Chair or President's signature.

University internal and external operations can be accessed from your allocation as follows:

1. Internal operations (Do not require Purchase Orders)

- A. Duplicating** - Request for duplication of flyers have to be brought to the Accounting Office for proper recording and signatures. Original flyer must accompany request. Interested party may take and pick up requisition to the university Duplicating Department. After picking up duplicated material, the pink copy of the requisition **must** be returned to the SGA Accounting Office.
- B. Room Reservations** - Request requisition at the SGA Accounting Office for payment of Presidential Suite or Ballroom rental. Interested party must pick up requisition and take it to Student Union.
- C. Media** - Request requisition from the SGA Accounting Office for payment of Media Services. (I.e., photography and video taping).
- D. Telecommunications** - Request requisition from the SGA Accounting Office when ordering changes in telephone equipment requirements.

2. External Operations

A. Regular Request for University Purchase Orders

Step 1 Determine if the vendor will accept a purchase order. Be sure to advise the vendor that after services are rendered, the University's payment process will take about three weeks.

Step 2 If vendor accepts a purchase order, you must then go to the SGA Accounting Office (GC 340) at least three weeks prior to the event. There you will fill out a "File for Funds" form. Information required on this form is as follows:

Date
Organization Name
Advisor's signature
Vendor's Name,
Address & Fed I.D.#
Type of Expenditures

Important This process takes about **three weeks**.

Step 3 You must come to the SGA Accounting Office to pick up the purchase order.

Step 4 Take purchase order to vendor.

Step 5 Upon completion of service or purchase, request a receipt from the vendor and promptly return it to the SGA Accounting Office. This is needed so that the University's payment process may be completed.

B. Emergency Purchase Order

The Purchasing Department requires at least seven working days to process emergency purchase orders. Please note that this time frame does not include the procedures that need to be followed in the SGA Accounting Office before taking documents to purchasing (minimum of one day). This request will only be honored in extreme circumstances. The same previous steps must be followed when requesting emergency purchase order. The only difference is the amount of time involved.

C. Blanket Purchase Order

The University Purchasing Department has authorized the SGA Accounting Office to establish and monitor blanket purchase orders for frequently used vendors.

Samples of vendors who have established blanket purchase orders are:
ARA, Fabulous Diamonds, L&M Engraving, and Publix

When an interested party needs to use any of these vendors, he/she must come to the SGA Accounting Office and complete a "File for Funds" form. This process takes around five to seven days.

Please note, these blankets have been established for Student Programming Committee accounts, clubs and organizations. If any department feels they will be needing the services of a vendor on a regular basis, they can discuss the request for a blanket purchase order through our office. Once a department or organization determines the need for an additional blanket purchase order, the accountant, with the approval of the vendor and the University's Purchasing Department, sets up this new blanket. This process will take about 15 working days.

D. Reimbursements

Step 1 In extreme circumstances. A person may obtain approval from the SGA Accounting Office to acquire merchandise without a purchase order.

Step 2 Upon completion of purchase of goods or services, original receipts must be turned into the SGA Accounting Office. A letter of justification explaining the nature of the emergency must accompany request for reimbursement.

E. Vendors who will not accept Purchase Orders

If a vendor refuses to accept a Purchase Order, you can request a prepayment on the "File for Funds" through the SGA Accounting Office. Be aware that it will take 20 working days to process this request and obtain a check.

F. Contracts

Routinely, the contract process takes six weeks prior to a performance. Request for payment to entertainers, DJ's, etc., can be requested through the Department of Student Activities (GC 340). Please note that some entertainers and lecturers can require contracts to be negotiated even 12 months in advance.

Information required for contracts:

- a. Official Payee's Name
- b. Federal Identification Number (Must match the payee's name)
- c. Resume, Vita or Biography
- d. Date services are to be rendered
- e. Type of services to be rendered

- f. Department name and number
- g. Proper initiating authorization (i.e., respective administrator and/or chairperson).

After the Director of Student Activities approves payment, contracts are brought to the SGA Accounting Office for proper recording and signatures. The SGA Accounting Office continues the process of these payments. Interested parties can pick up checks in the Student Activities Office on the day of the event.

G. OCO (Other Capital Outlay)

- 1) This is for permanent equipment (i.e.; desk, typewriters, etc.) Document needed is a requisition.
- 2) Please note that the Purchasing Department requires two telephone quotations be stated when purchasing merchandise. Merchandise costing over \$10,000.00 requires a bid from Purchasing.

Important *FIU does not pay sales tax. You may request a tax exempt form from the SGA Accounting Office.*

H. Travel Procedures

Request for travel must be submitted in a "File for Funds" form. After travel allocation has been approved by the different committees, travelers must come to the SGA Accounting Office (GC 340) **six (6) weeks** prior to the actual travel. All appropriate paperwork **must** be completed before travel. **Failure to do so will result in a loss of travel funding.**

Information needed for Travel:

- 1) When attending a workshop or a seminar, a brochure must be submitted. When attending an official meeting, an invitation must be provided.
- 2) Registration form stating fees
- 3) Benefit to the state or FIU

- 4) Names of travelers
- 5) Social security number of travelers
- 6) Departure and return dates and times
- 7) Mode of travel; for example, airline, train, bus, rental car (when using personal car, mileage will be paid at 29 cents per mile basis)
- 8) Signatures of travelers in TAR and Reimbursements
- 9) Travel Release form signed by traveler

Additional travel costs that are incurred as a result of poor planning by those traveling will not be paid by the University, Student Government Association or Student Organizational Council.

After travel has been completed, the following must be submitted immediately to SGA Accounting.

- 1) Agenda of conference, convention, or competition
- 2) An airline ticket, car rental receipts etc. (if applicable)
- 3) Gas receipts for tolls, parking, etc. (if applicable)
- 4) Receipts for registration fees (if applicable)

Travel procedures are not complete until all paper work has been turned into the SGA Accounting Office (GC 340). Within two weeks of returning from trips, travelers must come to SGA Accounting to complete the reimbursement's forms. Failure to do so will result in a loss of Travel Funding.

REMEMBER THAT THE SGA ACCOUNTING OFFICE PROCESSES DOCUMENTS (PAPER WORK). WE DO NOT ISSUE CHECKS WITHOUT BACKUP DOCUMENTS NOR DO WE HAVE MONEY OR CHECKS INSTANTLY AVAILABLE IN THE SGA ACCOUNTING OFFICE.

The Accounting Office maintains records of all transactions in the following manner:

A. Accounting Journals

Ledgers and books contain departments, organizations, and event transactions by individual account numbers. All information pertaining to each transaction is journalized daily.

B. Filing System

The following cross reference system has been established:

1) Transactions by alphabetical order

a. Yellow copies of all requisitions are filed by vendor name in alphabetical order. Copy of an original invoice must be attached to each requisition. Within each vendor file requisitions are filed numerically.

b. Professional Services Agreements/Contracts are filed alphabetically.

c. University Invoices, Reimbursement Other Than Travel, and TARs are kept in alphabetical order.

d. Blue copies of requisitions are filed separately by numerical order.

2) Correspondence

a. Correspondence is filed chronologically.

3) Activity Folders

a. Folders for each annual activity (filed by name of events) consists of approved budgets and all related documents. After events take place a new itemized report of actual expenditure is completed according to each event.

PLEASE NOTE THAT NO DOCUMENTS MAY BE REMOVED FROM THE SGA ACCOUNTING OFFICE. PERSONS INTERESTED IN OBTAINING COPIES OF DOCUMENTS MAY REQUEST COPIES FROM THE SGA ACCOUNTANT AND SGA FINANCE COMMITTEE CHAIR.



SPECIAL PROJECTS REQUEST FORM

Student Government Council • FIU • University Park

Date: _____

Organizations requesting funds: _____

Purpose of the request: Special Event Lecture Party Other

(Please Attach Documentation Along With Form) Explain Reason For Funds Request: _____

Benefit to FIU or the South Florida community: _____

Amount of request \$ _____ Date of Event: _____ Date Funds Are Needed: _____

Contact Information:

Name: _____ Date: _____

Position: _____ SS#: _____

Phone number: (H) _____ (W) _____ (Beeper) _____

Address: _____

City: _____ State: _____ Zip: _____

Official Use Only

	Approved	Denied	Date	Comments
SGC Comptroller				
Committee Chair.				
Representative				

Final Decision: _____

SGC Comptroller: _____ Date: _____



TRAVEL SPECIAL PROJECTS REQUEST FORM

Student Government Council • FIU • University Park

Date: _____

Organizations requesting funds: _____

Purpose of the request: Conference Workshop Seminar Other

(Please Attach Documentation Along With Form) Explain Reason For Funds Request: _____

Benefit to FIU or the South Florida community: _____

Amount of request \$ _____ Travel Date : _____ Destintation: _____

Mode of Transportation: Airplane Bus Train Car Rental Own Car Cost \$ _____

Registration Fee \$ _____ Per Diem \$ _____

Contact Information:

Name: _____ Date: _____

Position: _____ SS#: _____

Phone number: (H) _____ (W) _____ (Beeper) _____

Address: _____

City: _____ State: _____ Zip: _____

Official Use Only

	Approved	Denied	Date	Comments
SGC Comptroller				
Committee Chair.				
Representative				

Final Decision: _____

SGC Comptroller: _____ Date: _____



Florida International University
GROUP TAR AUTHORIZATION

TAR # _____

Please be advised that the following list of members from _____
Dept./Club/Committee
_____ received funding for traveling expenses for their trip

to _____ at _____
Name of Event City, State

We the undersigned agree to the above statement as being correct and satisfactory.

Name	SS#	Signature	Amount
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

Submitted by _____ Phone () _____

Approved by _____ Date _____



FILE FOR FUNDS

Student Government Council • Accounting Department • FIU • University Park

PLEASE PRINT

Date _____

Council, Committee, Club, Department _____

Purpose of the request Regular Meeting Conference Lecture Party Other

Explain what the money is for _____

Vendor Name _____ Phone # _____

Vendor Federal ID# _____

Vendor Address _____

Amount of Request \$ _____ Date of Event _____

Date Funds are Needed _____ Deliver to Room _____

Please Check the Following:

Regular Purchase Order
(Two (2) to Three (3) Weeks)

Existing Blankets
(Seven (7) Working Days)

Prepayment Required
(Six (6) Weeks Prior to Event)

Authorized Signatures

Advisor's Name/Signature _____

Committee Representative Signature _____

Contact Information:

Student's Name _____ SS# _____

Phone# (H) _____ (W) _____ (Beeper) _____

Address _____

City _____ State _____ Zip _____

PLEASE RETURN TO SGA ACCOUNTING OFFICE, GC 340

DEADLINES

CONTRACTS

4 WEEK minimum - required for processing

PURCHASE ORDER REQUEST

3 WEEK minimum - required for processing

EMERGENCY PURCHASE ORDER REQUEST

7 WORKING DAYS - required for processing

TRAVEL

6 WEEKS - required for processing

BUDGET FORM

SOC

FIU

University Park

GC 345

PLEASE PRINT:

DATE: _____

ORGANIZATION/CLUB NAME: _____

FOOD \$ _____

✍ Meetings, lectures, etc...

PUBLICITY \$ _____

✍ Banners, flyers, T-shirts, invitations, etc...

DECORATIONS \$ _____

✍ Florals, balloons, paper goods, etc...

AWARDS \$ _____

✍ Plaques, gift certificates, etc...

ROOM/SPACE RENTAL \$ _____

✍ Ballroom, Presidential Suite, etc...

ENTERTAINMENT \$ _____

✍ Speaker, D.J., Bands, etc...

CONTIGENCY \$ _____

✍ Contingency amount not to exceed 25% of total budget

TOTAL REQUEST \$ _____

Presented by the Department of Campus Life. Funded by the Student Government Council (UP).

Requests for individuals with physical disabilities who need specific accommodations must be made five working days in advance.