

1992

Budget Requests 1992-1993

Student Government Association BBC, Florida International University

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Sullivan

**Florida International University
Student Government Association
Activity and Service Fee
Budget For
Fiscal Year 1992-1993**

PREFACE

Since this is the first budget involving fixed expenses which are to be split between campuses and councils, this document is intended to be a clarification of this new process. In order to furnish future councils with an understanding of the actions of this council, and to provide the basis for a continuity of purpose in future decisions, we believe that a historical perspective is vital.

The A & S fee increase proposed by the IGC in '91-92 and authorized by the Legislature to take effect in Fall Semester 1992, has been used to fund three (3) additional permanent salary positions during the 1992-93 fiscal year. Three (3) more salary positions which were requested have been deferred to '93-94. The increase was also used to fund the Recreational Sports program, which was transferred to the responsibility of the SGC as a condition of the A & S increase. Recreational Sports had, in the past, been funded from the student Health fee.

It is the intent of this council to fund on-campus media (the radio station and the Beacon) according to their needs. The \$.25 per credit hour increase in A & S fees which was approved October 30, 1990 provided funds not only for the radio and newspaper, but also for "other student media" which may "be added in the future".¹ It is therefore the position of this council that we not commit, at this time, to allocate the entire amount (\$.25*FTE's) to the currently existing media organizations. It is the opinion of this council that it is the best interests of all concerned that, again, the radio station and the student newspaper be funded according to its current needs. It is the understanding of this Council that all divisions of the A & S fees be taken as general guidelines of intent, rather than as specific rules to follow.

The overall philosophy of the allocation process in fiscal year 1992-93 was to hold funding to all groups and clubs to the level of the previous year. Although the increase in A & S fees provided more funds than in the previous year, there were, as mentioned, considerable increases in commitments attached. Rec Sports, additional salaries, and increased overhead, which resulted from the formation of the Councils on both campuses, as well as increased funding to the Graham Center and University Center, more than absorbed the aforementioned increase. Many worthwhile groups were denied funding, but a priority list was composed which was designed to direct any funds which may result from enrollment to these groups.

¹ Memo from Rusty Belote r.e. Proposed Fee for Student Media, October 16, 1992.

It is a concern of this Council that the growth of the Graham Center and the Student Center, and the subsequent increase in funding requests from these areas, may overwhelm the SGC budget in the near future. Increases in funding to the Student Unions have resulted, to a large degree, in the inability of this Council, to fund the SOC and SPC on both campuses at levels equal to that of the previous year. As a result, worthwhile student programs have gone unfunded. It is strongly recommended that future councils prioritize programs to mandate revenue generation at the Student Centers to alleviate dependence on SGA funds.

Provisionary Language
Fiscal Year 1992-1993

1. If an item is an University-wide fixed expense, any organization/committee receiving funds from SGA shall be responsible for bringing to the University Council a new itemized budget, after the initial request has been considered, and the actual allocation decided upon. In the case of the allocation being campus specific, then the organization/committee needs to bring the new itemized budget to the Finance Committee of the respective Campus Council.
2. No funds will be released to any organization/committee until this new itemized budget has been submitted and approved by the appropriate committee. Any funds allocated and not used in that fiscal year shall return to the University-wide account for re-apportionment in the following year.
3. All organizations receiving funds shall submit to the SGC Finance Committee a monthly expenditure report, no later than the second week of the following month. This report should include the expenditures and an analysis for that month, an update of the total year's expenditures, and a summary of the financial conditions.
4. This budget is a line-item budget. Any transfers from one budget to another must be approved by the University Council or the Finance Committee of the appropriate campus.
5. All organizations receiving funds from SGC shall recognize the Student Governing Council by including on all promotional material the following statement, "Co-Sponsored by SGA" and/or include the SGA logo.
6. All committees receiving funding from SGA must have a student membership consisting of no less than 51% voting members.
7. Any funds originating from the SOC Club Account may not be used for travel, under any circumstances.
8. If for any reason, expected revenues are not met, all funds are subject to reallocation.

Budget Rider for the
I.D. Program

A Reserve I.D. Program Account has been allocated \$150,000 to fund the Griffin I.D System. The release of these funds is contingent upon written documentation stating, with the exception of the interest generated by the investment pool (which is required by state law), all revenue generated by the computerized I.D. system will be remitted to the SGA Special Revenue Account.

**Student Government Association
Activity & Service Fees
1992-1993**

REVENUE SOURCES

Estimated Fees (Summer 4.05, Fall/Spring 6.15)	\$2,809,613.00
Estimated Cash Carried Forward	\$ 474,489.00
Estimated Revenue (Excess Cash Carried Forward)	\$ 100,000.00
Estimated Other Revenue (Over Enrollment)	\$ 100,000.00
Expected Revenue (U/Park Theme Events)	\$ 100,000.00
Expected Revenue (North Miami Events)	\$ 85,000.00
	<u>\$3,669,102.00</u>

USES OF REVENUE

Student Government Association
University Wide

Payroll	\$ 315,609.00	
Operating Expenses	\$ 477,100.00	
Transfer Out	\$1,199,977.00	
Arts	\$ 47,500.00	
Special Revenue (2)	\$ 200,000.00	
Outstanding Obligations	\$ 100,000.00	
Reserve (3)	\$ 10,000.00	
Overhead	\$ 55,000.00	
SUB-TOTAL		\$2,405,186.00

Student Government Council
University Park

Payroll - OPS	\$ 49,175.00	
Operating Expenses	\$ 802,750.00	
SUB-TOTAL		\$ 851,925.00

Student Government Council
North Miami ~~University Park~~

Payroll - OPS	\$ 2,000.00	
Operating Expenses	\$ 385,591.00	
SUB-TOTAL		\$ 387,591.00

Student Government Council
Broward Campus

Operating Expenses	\$ 24,400.00	
SUB-TOTAL		\$ 24,400.00

GRAND TOTAL		<u>\$3,669,102.00</u>
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SGA UNIVERSITY WIDE

Payroll

Salaries - University Park	\$ 263,235.35
Salaries - North Miami	\$ 45,519.22
Salaries - Reserve	\$ 6,854.00

SUB-TOTAL

\$ 315,609.00

Operating Expenses

Accounting Operations \$ 7,000.00

FSA Fee \$ 12,000.00

Media & Services

Reserve-I.D. Program	\$150,000.00
Radio Station	\$ 30,000.00
Beacon	\$ 20,000.00
Student Handbook	\$ 45,000.00
Orientation	\$ 10,000.00
Minority Student Services	\$ 20,000.00

SUB-TOTAL

\$ 275,000.00

Honors Council \$ 1,000.00

Reserve Individual Honors \$ 5,000.00

Greek Council \$ 7,000.00

Campus Ministry \$ 5,000.00

Campus Safety Program \$ 55,000.00

FIU Debate \$ 8,500.00

Career Planning \$ 1,500.00

Lecture Committee \$ 100,100.00

SUB-TOTAL

\$ 477,100.00

TRANSFER OUT

Graham Center	\$ 610,157.00
Student Center	\$ 225,000.00
U/P Recreational Sports	\$ 364,820.00
N/M Recreational Sports	\$
N/M Pool	\$

SUB-TOTAL	<hr/>	\$1,199,977.00
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ARTS

Art Museum (8)	\$ 22,000.00
Music Department	\$ 10,500.00
Theater Department	\$ 15,000.00

SUB-TOTAL	<hr/>	\$ 47,500.00
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SPECIAL REVENUE

Excess Cash Carried Forward	\$ 100,000.00
Over-Enrollment	\$ 100,000.00

SUB-TOTAL	<hr/>	\$ 200,000.00
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OUTSTANDING OBLIGATIONS

\$ 100,000.00

SUB-TOTAL	<hr/>	\$ 100,000.00
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RESERVE

\$ 10,000.00

SUB-TOTAL	<hr/>	\$ 10,000.00
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OVERHEAD

\$ 55,000.00

SUB-TOTAL	<hr/>	\$ 55,000.00
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TOTAL - STUDENT GOVERNMENT UNIVERSITY WIDE	<hr/>	\$2,405,186.00
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STUDENT GOVERNMENT COUNCIL - UNIVERSITY PARK

Payroll - OPS Personnel

SGA Main Office	\$ 15,000.00
SGA Graphics	\$ 4,500.00
SGA Accounting	\$ 1,000.00
SGA Activities	\$ 10,000.00
SGA Projectionist	\$ 4,500.00
SGA Teach Program	\$ 14,175.00

SUB-TOTAL

\$ 49,175.00

Operating Expenses

OFFICE ACCOUNTS

SGA Main Office	\$ 7,560.00
SGA Graphics	\$ 11,000.00
SGA Accounting	\$ 6,000.00
SGA Activities	\$ 12,925.00
SGA Other Operations	\$ 2,000.00

\$ 39,485.00

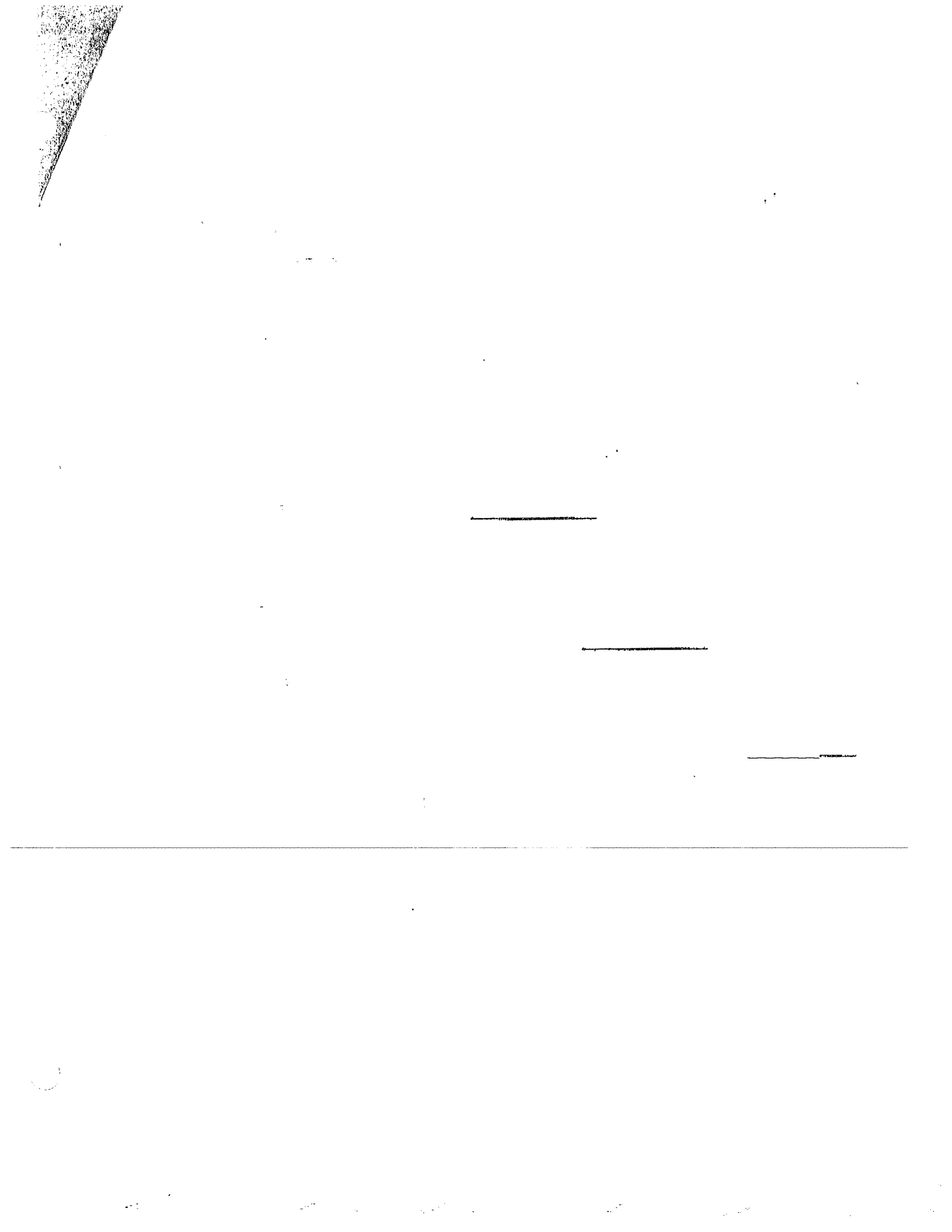
GOVERNING COUNCIL OPERATING ACCOUNT

Emoluments	\$ 88,000.00
SGC Travel Disc.	\$ 15,000.00
Public Relations	\$ 24,000.00
Elections	\$ 3,500.00
Academic Affairs	\$ 11,385.00
Special Projects	\$ 37,626.00
Retreats	\$ 10,000.00
Contingency	\$ 20,604.00
Teach	\$ 10,800.00
Inf. Resource Management	\$ 12,100.00
Student Service	\$ 15,000.00
Festivities	\$ 5,000.00
Voting Drive	\$ 10,000.00

\$ 263,015.00

J/P Programming Committee (S&C)

\$ 280,000.00



STUDENT GOVERNMENT COUNCIL - NORTH MIAMI

Payroll - OPS Personnel
SGA Main

\$ 2,000.00 *need Bank*

SUB-TOTAL

\$ 2,000.00

Operating Expenses

OFFICE ACCOUNTS

SGC - Main

\$ 9,000.00 ✓

SGC - Activities

\$ 2,000.00 ✓

SGC - Reserve

\$ 4,000.00 *Bank*

SGC - Contingency

\$ 22,941.00 *Bank*

SGC - Government Travel

\$ 1,000.00 ✓

SGC - Emoluments

\$ 75,000.00 ✓

\$ 113,941.00

Student Organization Committee

✓ \$ 18,500.00 *Bank*

N/M Programming Committee (SCPC)

✓ \$ 71,500.00

SGC Office Renovation Project

7130 56800

✓ \$ 75,000.00 *need Bank*

Production Center

✓ \$ 14,000.00

Bay Vista Hall Council

✓ \$ 3,000.00

Student Services

✓ \$ 2,000.00

Academic Affairs

✓ \$ 1,450.00

Infoquest

✓ \$ 1,200.00 *Bank*

326,991.00

Special Projects - (Expected Revenue)

\$ 85,000.00

SUB-TOTAL

\$ 385,591.00

TOTAL STUDENT GOVERNMENT COUNCIL - NORTH MIAMI

\$ 387,591.00

STUDENT GOVERNMENT COUNCIL - BROWARD CAMPUS
OPERATING EXPENSES
\$ 24,400.00

\$ 24,400.00

GRAND TOTAL

\$3,669,102.00

STUDENT GOVERNMENT ASSOCIATION
Salary Account

UNIVERSITY PARK

	Position	Present Salary	Benefits	Total Salary
SGA MAIN OFFICE				
Senior Secretary	#0472150	\$ 16,672.42	\$ 5,835.35	\$ 22,507.77
Secretary	#0470520	\$ 15,436.58	\$ 5,402.80	\$ 20,839.38
SGA GRAPHICS				
Pub. Prod. Spec II	#0470450	\$ 24,481.80	\$ 8,568.63	\$ 33,050.43
SGA ACCOUNTING				
Senior Accountant	#0472810	\$ 25,444.63	\$ 8,905.62	\$ 34,350.25
Fiscal Assistant	#0473200	\$ 15,435.81	\$ 5,402.53	\$ 20,838.34
STUDENT ACTIVITIES				
Director	#0473930	\$ 40,559.93	\$ 12,167.98	\$ 52,727.91
Coordinator	#0473940	\$ 26,855.08	\$ 8,056.52	\$ 34,911.60
Senior Secretary	#0470010	\$ 17,599.75	\$ 6,159.91	\$ 23,759.66
Secretary	#0471990	\$ 15,000.00	\$ 5,250.00	\$ 20,250.00

SUB-TOTAL UNIVERSITY PARK

\$263,235.35

NORTH MIAMI

SGA MAIN OFFICE

Secretary #0472470 \$ 17,918.00 \$ 6,061.30 \$ 23,979.30
SR. SECRET

STUDENT ACTIVITIES

Secretary #0470080 \$ 16,399.94 \$ 5,739.98 \$ 22,139.92

SUB-TOTAL NORTH MIAMI

\$ 45,519.22

RESERVE GRANTS (SALARY INCREASES)

\$ 6,854.00

TOTAL UNIVERSITY WIDE PAYROLL

\$315,609.00

BEGINNING DATE 7/1/92
 ENDING DATE 6/30/93

PROJECT LEADER LILIAN CANIZALES
 SS# 180-36-4283

 AGENCY UNIQUE 00 BUDGET ENTITY 4890000 IBI 80 (PCS) EXTERNAL PROGRAM 83 STATE PROGRAM 0302050001-000000

NORTH MIAMI

STUD. ORGANIZATION COMMITTEE 713020250

OFFICE OPERATION - MAIN 713050050

ACTIVITIES 713050150

RESERVE 713050250

CONTINGENCY 713050350

GOVERNMENT TRAVEL 713050450

STUDENT GOVERNMENT EMOLUMENTS 713050550

STUDENT GOVERNMENT -CPS SALARY 713050650

STUD. PROGRAMMING COMMITTEE 713050750

BROWARD AWARENESS 713060060

Office Renovation 713050850

PRODUCTION CENTER 713070050

HALL COUNCIL 713070150

STUDENT SERVICES 713070250

ACADEMIC AFFAIRS 713070350

INFOQUEST 713070450

SPECIAL PROJECTS 713080050

DEPARTMENT AUTHORIZATION SHEET
 SGA 1992-93
 =====

PROJECT LEADER SS#
 MARISA RODRIGUEZ 262-02-8266

BEGINNING DATE ENDING DATE
 7/1/92 6/30/93

 AGENCY UNIQUE BUDGET ENTITY IBI (PCS) EXTERNAL PROGRAM STATE PROGRAM
 00 4890000 80 83 0302050001-000000

SGA UNIVERSITY WIDE ACCOUNTS
 =====

DEPARTMENT TITLE	DEPARTMENT NO.
-----	-----
UNI./PARK SALARIES	711000000
N/MIAMI SALARIES	711000050
RESERVE SALARIES	711000100
ACCOUNTING OPERATION	711000100
FLA. STUD. ASSOCIATION FEE	711000200
I.D. PROGRAM	711010000
RADIO STATION	711010100
BEACON	711010200
STUDENT HANDBOOK	711010300
ORIENTATION	711010400

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UNIVERSITY PARK
=====

DEPARTMENT TITLE -----	DEPARTMENT NO. -----
OPS SALARIES - MAIN	712000000
GRAPHICS	712000100
ACCOUNTING	712000200
ACTIVITIES	712000300
PROJECTIONIST	712000500
TEACH	712001500
OFFICE OPERATION - MAIN	712010000
GRAPHICS	712010100
ACCOUNTING	712010200
ACTIVITIES	712010300
OTHER OPERATION	712010400
SGC - GENERAL - EMOLUMENTS	712020000
PRES/TRAVEL	712020100
PUBLIC RELATIONS	712020200
ELECTIONS	712020300
ACADEMIC AFFAIRS	712020400
SPECIAL PROJECTS	712020500
CONTINGENCY	712021000
STUDENT PROGRAM COMMITTEE - MAIN	712030000
HOMECOMING	712030100
INTER. CULTURAL FEST	712030200
BLACK HISTORY	712030300

COMMUTER STUDENTS	712050000
PRODUCTION CENTER	712050100
UNITED STUDENTS PROJECT	712050200
ENVIRONMENTAL AWARENESS	712050300
VILLAGE COUNCIL	712050400
SPECIAL PROJECTS REVENUE	712060000

STUDENT ORGANIZATION COMM. - MAIN	712100000
RESERVE CLUBS	712100100



Florida International University

MEMORANDUM

TO: Dr. Larry Lunsford, Student Activities Director

FROM: Marisa Rodriguez, SGA Accountant *MR*

SUBJECT: Financial Report

DATE: October 21, 1992

Attached please find SGA University Wide Financial Report corresponding to the period of July 1, 1992 through September 30, 1992.

Thank you.

pc: Paul Franzese
Linda Miskovic
Zachary Burton
Marion Gervin
Ray Zoller ✓

SGA -- UNIVERSITY WIDE 1992-93

	ALLOCATION	EXPENDITURES	BALANCES	% EXPENDED
UNIVERSITY WIDE - U/P-PAYROLL-SAL	321,608.74	85,006.48	236,602.26	1.74
U. W. OPERATING EXP	202,100.00	64,337.68	137,762.32	31.8%
MEDIA & SERVICES	277,500.00	240,370.66	37,129.34	86.6%
TRANSFERS OUT	1,199,977.00	460,785.68	739,191.32	ERR
ARTS	47,500.00	16,000.00	31,500.00	1.05
SPECIAL EVENT REVENUE	200,000.00	0.00	200,000.00	0.0%
OUSTANDING OBLIGATIONS	100,000.00	93,981.53	6,018.47	94.0%
RESERVE	10,000.00	0.00	10,000.00	0.0%
OVERHEAD	55,000.00	0.00	55,000.00	0.0%
TOTALS	\$2,413,686.00	\$960,482.03	\$1,453,203.97	39.8%

MEDIA & SERVICES ----I.D.PROGRAM - OPS	0.00	0.00	0.00	ERR
EXP	150,000.00	4,905.00	145,095.00	3.3%
OCO	0.00	0.00	0.00	ERR
TOTAL	150,000.00	157,536.72	(7,536.72)	105.0%
RADIO STATION-OPS	7,000.00	5,148.00	1,852.00	73.5%
EXP	22,110.00	1,718.64	20,391.36	7.8%
OCO	890.00	890.00	0.00	100.0%
TOTAL	30,000.00	7,756.64	22,243.36	25.9%
THE BEACON - EXP	20,000.00	20,000.00	0.00	100.0%
STUDENT HANDBOOK - EXP	45,000.00	43,187.00	1,813.00	96.0%
ORIENTATION -SALARY - OPS	9,500.00	9,863.80	(363.80)	103.8%
EXP	3,000.00	2,026.50	973.50	67.6%
TOTAL	12,500.00	11,890.30	609.70	95.1%
MINORITY STUDENT SERVICES - SALARY - OPS	3,000.00		3,000.00	
EXP	17,000.00		17,000.00	
TOTAL	20,000.00	0.00	20,000.00	
HONOR'S COUNCIL - MAIN -OPS	0.00	0.00	0.00	ERR
EXP	1,000.00	0.00	1,000.00	0.0%
TOTAL	1,000.00	0.00	1,000.00	0.0%
RESERVE HONORS-OPS	0.00	0.00	0.00	ERR
EXP	5,000.00	500.00	4,500.00	10.0%
TOTAL	5,000.00	500.00	4,500.00	10.0%
GREEK COUNCIL - OPS	0.00	0.00	0.00	ERR
EXP	7,000.00	1,600.00	5,400.00	22.9%
TOTAL	7,000.00	1,600.00	5,400.00	22.9%
CAMPUS MINISTRY - EXP	5,000.00	5,000.00	0.00	100.0%
SGA - SAFETY PROGRAM - SALARY - OPS	50,760.00	13,047.55	37,712.45	25.7%
EXP	1,900.00	342.45	1,557.55	
OCO	2,340.00	0.00	2,340.00	0.0%
TOTAL	55,000.00	13,047.55	41,952.45	23.7%

FIU DEBATE TEAM	8,500.00	3,176.16	5,323.84	37.4%
CAREER RESOURCES - EXP	1,500.00	0.00	1,500.00	0.0%
SPC LECTURE COMMITTEE - OPS	80,000.00	26,250.00	53,750.00	32.8%
EXP	20,100.00	3,313.09	16,786.91	16.5%
TOTAL	100,100.00	29,563.09	70,536.91	29.5%
TRANSFERS OUT- GRAHAM CENTER	610,157.00	203,385.68	406,771.32	33.3%
STUDENT CENTER	225,000.00	75,000.00	150,000.00	33.3%
U/P RECREATINAL SPORTS	364,820.00	182,400.00	182,420.00	50.0%
N/M RECREATIONAL SPORTS	0.00	0.00	0.00	ERR
N/M POOL	0.00	0.00	0.00	ERR
ARTS -----ART MUSEUM-OPS	5,000.00	2,500.00	2,500.00	50.0%
EXP	17,000.00	1,000.00	16,000.00	5.9%
TOTALS	22,000.00	1,000.00	21,000.00	4.5%
MUSIC DEPARTMENT - OPS	4,500.00	0.00	4,500.00	0.0%
EXP	6,000.00	0.00	6,000.00	0.0%
OCO	0.00	0.00		
TOTALS	10,500.00	0.00	10,500.00	0.0%
THEATER DEPARTMENT-OPS	0.00	0.00	0.00	ERR
EXP	15,000.00	15,000.00	0.00	100.0%
OCO	0.00	0.00	0.00	ERR
TOTAL	15,000.00	15,000.00	0.00	100.0%
SPECIAL EVENT REVENUE ----- EXP	200,000.00	0.00	200,000.00	0.0%

OUTSTANDING ENCUMBRANCES	----- OPS	25,000.00	23,355.52	1,644.48	93.4%
	EXP	75,000.00	60,646.35	14,353.65	80.9%
	OCO	0.00	9,979.66	(9,979.66)	ERR
	TOTAL	100,000.00	93,981.53	6,018.47	94.0%
SGA RESERVE	----- EXP	10,000.00	0.00	10,000.00	0.0%
OVERHEAD	-----EXP	55,000.00	0.00	55,000.00	0.0%



Florida International University

MEMORANDUM

TO: Dr. Larry Lunsford, Student Activities Director

FROM: Marisa Rodriguez, SGA Accountant

SUBJECT: Financial Report

DATE: September 15, 1992

WR

Attached please find SGA University Wide Financial Report corresponding to the period of July 1, 1992 through August 31, 1992.

Thank you.

pc: Paul Franzese
Linda Miskovic
Zachary Burton
Marion Gervin
Ray Zoller

SGA -- UNIVERSITY WIDE 1992-93

	ALLOCATION	EXPENDITURES	BALANCES	% EXPENDED
UNIVERSITY WIDE - U/P-PAYROLL-SAL	320,108.74	50,048.28	270,060.46	1.08
U. W. OPERATING EXP	202,100.00	35.50	202,064.50	0.0%
MEDIA & SERVICES	277,500.00	58,075.80	219,424.20	20.9%
TRANSFERS OUT	1,199,977.00	208,789.26	991,187.74	ERR
ARTS	47,500.00	324.00	47,176.00	0.01
SPECIAL EVENT REVENUE	200,000.00	0.00	200,000.00	0.0%
OUSTANDING OBLIGATIONS	100,000.00	93,981.53	6,018.47	94.0%
RESERVE	10,000.00	0.00	10,000.00	0.0%
OVERHEAD	55,000.00	0.00	55,000.00	0.0%
TOTALS	\$2,412,186.00	\$411,254.37	\$2,000,931.63	17.0%

 EXPENDITURES ANALYSIS

UNIVERSITY WIDE---U/P-PAYROLL-MAIN OFF.- SAL	43,347.15	3,741.13	39,606.02	8.6%
PAYROLL-GRAPHICS-SAL	33,050.43	5,138.41	27,912.02	15.5%
PAYROLL-ACCOUNTING-SAL	55,188.59	9,201.13	45,987.46	16.7%
PAYROLL-ACTIVITIES-SAL	131,649.17	21,975.15	109,674.02	16.7%
PAYROLL -NORTH MIAMI SGA MAIN OFFICE-SAL	23,379.30	3,965.03	19,414.27	17.0%
OPS	2,000.00	1,845.51	154.49	
PAYROLL- NORTH MIAMI STUDENT ACTIVITIES-SAL	22,139.92	3,541.92	18,598.00	16.0%
PAYROLL - BROWARD - SAL-OPS	2,500.00	640.00	1,860.00	
PAYROLL - RESERVE GRANTS-SAL	6,854.00	0.00	6,854.00	0.0%
OPERATING EXPENSES-ACCOUNTING OPERATION-OPS	5,000.00	0.00	5,000.00	0.0%
EXP	2,000.00	35.50	1,964.50	1.8%
TOTAL	7,000.00	35.50	6,964.50	0.5%
FSA FEE	12,000.00	11,415.38	584.62	95.1%

MEDIA & SERVICES ----I.D.PROGRAM - OPS	0.00	0.00	0.00	ERR
EXP	150,000.00	4,905.00	145,095.00	3.3%
OCO	0.00	0.00	0.00	ERR
TOTAL	150,000.00	4,905.00	145,095.00	3.3%
RADIO STATION-OPS	7,000.00	0.00	7,000.00	0.0%
EXP	23,000.00	0.00	23,000.00	0.0%
OCO	0.00	0.00	0.00	ERR
TOTAL	30,000.00	0.00	30,000.00	0.0%
THE BEACON - EXP	20,000.00	0.00	20,000.00	0.0%
STUDENT HANDBOOK - EXP	45,000.00	43,187.00	1,813.00	96.0%
ORIENTATION -SALARY - OPS	9,500.00	8,551.65	948.35	90.0%
EXP	3,000.00	1,432.15	1,567.85	47.7%
TOTAL	12,500.00	9,983.80	2,516.20	79.9%
MINORITY STUDENT SERVICES - SALARY - OPS	3,000.00		3,000.00	
EXP	17,000.00		17,000.00	
TOTAL	20,000.00	0.00	20,000.00	
HONOR'S COUNCIL - MAIN -OPS	0.00	0.00	0.00	ERR
EXP	1,000.00	0.00	1,000.00	0.0%
TOTAL	1,000.00	0.00	1,000.00	0.0%
RESERVE HONORS-OPS	0.00	0.00	0.00	ERR
EXP	5,000.00	500.00	4,500.00	10.0%
TOTAL	5,000.00	500.00	4,500.00	10.0%
GREEK COUNCIL - OPS	0.00	0.00	0.00	ERR
EXP	7,000.00	1,600.00	5,400.00	22.9%
TOTAL	7,000.00	1,600.00	5,400.00	22.9%
CAMPUS MINISTRY - EXP	5,000.00	0.00	5,000.00	0.0%
SGA - SAFETY PROGRAM - SALARY - OPS	50,760.00	7,885.20	42,874.80	15.5%
EXP	1,900.00	332.45	1,567.55	
OCO	2,340.00	0.00	2,340.00	0.0%
TOTAL	55,000.00	7,885.20	47,114.80	14.3%

FIU DEBATE TEAM	8,500.00	0.00	8,500.00	0.0%
CAREER RESOURCES - EXP	1,500.00	0.00	1,500.00	0.0%
SPC LECTURE COMMITTEE - OPS	80,000.00	17,000.00	63,000.00	21.3%
EXP	20,100.00	375.44	19,724.56	1.9%
TOTAL	100,100.00	17,375.44	82,724.56	17.4%
TRANSFERS OUT- GRAHAM CENTER	610,157.00	152,539.26	457,617.74	25.0%
STUDENT CENTER	225,000.00	56,250.00	168,750.00	25.0%
U/P RECREATINAL SPORTS	364,820.00	0.00	364,820.00	0.0%
N/M RECREATIONAL SPORTS	0.00	0.00	0.00	ERR
N/M POOL	0.00	0.00	0.00	ERR
ARTS -----ART MUSEUM-OPS	0.00	0.00	0.00	ERR
EXP	22,000.00	324.00	21,676.00	1.5%
TOTALS	22,000.00	324.00	21,676.00	1.5%
MUSIC DEPARTMENT - OPS	4,500.00	0.00	4,500.00	0.0%
EXP	6,000.00	0.00	6,000.00	0.0%
OCO	0.00	0.00		
TOTALS	10,500.00	0.00	10,500.00	0.0%
THEATER DEPARTMENT-OPS	0.00	0.00	0.00	ERR
EXP	15,000.00	0.00	15,000.00	0.0%
OCO	0.00	0.00	0.00	ERR
TOTAL	15,000.00	0.00	15,000.00	0.0%
SPECIAL EVENT REVENUE ----- EXP	200,000.00	0.00	200,000.00	0.0%

OUTSTANDING ENCUMBRANCES -----	OPS	25,000.00	23,355.52	1,644.48	93.4%
	EXP	75,000.00	60,646.35	14,353.65	80.9%
	OCO	0.00	9,979.66	(9,979.66)	ERR
	TOTAL	100,000.00	93,981.53	6,018.47	94.0%

SGA RESERVE -----	EXP	10,000.00	0.00	10,000.00	0.0%
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OVERHEAD -----	EXP	55,000.00	0.00	55,000.00	0.0%
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Florida International University

MEMORANDUM

TO: Alex Zyne, Assistant Director of Budget Planning

FROM: Marisa Rodriguez, SGA Accountant *MR*

SUBJECT: 1992/93 Summary of Expenditures and Requested Budget

DATE: August 18, 1992

In response to your request, I have completed all the documents necessary for the 1992/93 budget cycle.

Please note that the "Summary of Expenditures and Requested Budget" (Attachment II) are only estimates. Also, because of the format provided, this does not provide a balanced budget from SGA.

Feel free to contact me if you have any questions.

Thank you.

cc: John Bonanno
Larry Lunsford
Marion Gervin
Paul Franzese
Raymond Zoller ✓

FLORIDA INTERNATIONAL UNIVERSITY

EXPENDITURES AND BUDGET 1992-1993 Attachment II

	ACTUAL 1991-92	BUDGETED 1992-93
AGENCY ACCOUNTS		
Salaries & Benefits	\$ -0-	\$ -0-
OPS	\$ 357,064.31	\$ 460,700.00
Expense	\$ 825,465.03	\$ 1,576,541.00
Other Capital Outlay (OCO)	\$ 191,413.55	\$ 2,340.00
	-----	-----
TOTAL EXPENDITURES	\$ 1,373,942.89	\$ 2,039,581.00
SPONSORED RESEARCH PAYROLL (POSITION- FTE)		
Salaries & Benefits	\$ 208,259.02	\$ 315,609.00
OPS	\$ 133,779.06	\$ 113,935.00
Expense	\$ 253.65	\$ -0-
Other Capital Outlay (OCO)	\$ -0-	\$ -0-
	-----	-----
TOTAL EXPENDITURES	\$ 342,291.73	\$ 429,544.00
REVENUES		
Student Fees	\$ 2,017,900.29	\$ 2,809,613.00
Special Events:		
Univ. Park	\$ -0-	\$ 100,000.00
N. Miami	\$ -0-	\$ 85,000.00
Homecoming	\$ 1,259.03	\$ -0-
Thanksgiving Luncheon	\$ 1,109.70	\$ -0-
	-----	-----
TOTAL REVENUES	\$ 2,020,269.02	\$ 2,994,613.00
TRANSFER OUT	\$ 744,200.00	\$ 1,199,977.00

18-Aug-92

STUDENT GOVERNMENT ASSOCIATION
1992-93 BUDGET

DIS CAT/ CODE	ACCT. NUMBER	TITLE DEPARTMENT	SALARY & BENEFITS	OPS GENERAL (PAYROLL)	OPS STIPENDS (ENT/EMO)	EXP	OCO	TOTALS
SPONSORED RESEARCH -- FUND NO. 2 655009								
801	517100000	MAIN OFFICE	43,347.15					43,347.15
801	517100000	MAIN OFFICE		15,000.00				15,000.00
801	517100100	GRAPHICS	33,050.43					33,050.43
801	517100100	GRAPHICS		4,500.00				4,500.00
801	517100200	ACCOUNTING	55,188.59					55,188.59
801	517100200	ACCOUNTING		6,000.00				6,000.00
801	517100300	ACTIVITIES	131,649.17					131,649.17
801	517100300	ACTIVITIES		10,000.00				10,000.00
801	517100500	MOVIE PROJECTINIST		4,500.00				4,500.00
801	517100600	ORIENTATION		7,000.00				7,000.00
801	517100800	SAFETY PROGRAM		50,760.00				50,760.00
801	517101200	TEACH PROGRAM		14,175.00				14,175.00
801	517101300	MINORITY STUDENTS		3,000.00				3,000.00
801	517150050	N/M MAIN OFFICE	23,379.30					23,379.30
801	517150050	N/M MAIN OFFICE		2,000.00				2,000.00
801	517150150	N/M ACTIVITIES	22,139.92					22,139.92
801	517120000	SALARY RESERVE	6,854.00					6,854.00
Sub-Total			315,609.00	116,935.00		0.00		429,544.00

STUDENT ACTIVITIES FEE -- FUND 8 332080

SGA University Wide Accounts

801	711001000	SGA ACCOUNTING			2,000.00			2,000.00
801	711001100	FSA FEE			12,000.00			12,000.00
801	711010000	RESERVE-I.D. PROGRAM			150,000.00			150,000.00
801	711010100	RADIO STATION			23,000.00	7,000.00		30,000.00
801	711010200	BEACON			20,000.00			20,000.00
801	711010300	STUDENT HANDBOOK			45,000.00			45,000.00

18-Aug-92

801	711010400	ORIENTATION		3,000.00		3,000.00
801	711010500	MINORITY STUDENT SERVICES		17,000.00		17,000.00
801	711020000	ART MUSEUM		22,000.00		22,000.00
801	711020100	MUSIC DEPARTMENT		10,500.00		10,500.00
801	711020200	THEATER DEPARTMENT		15,000.00		15,000.00
802	711030000	HONOR'S COUNCIL-MAIN		1,000.00		1,000.00
802	711030100	RESERVE HONOR'S COUNCIL		5,000.00		5,000.00
802	711030200	GREEK COUNCIL		7,000.00		7,000.00
801	711030300	CAMPUS MINISTRY		5,000.00		5,000.00
801	711030400	SGA CAMPUS SAFETY		1,900.00	2,340.00	4,240.00
802	711030500	FIU-DEBATE TEAM		8,500.00		8,500.00
801	711030600	CAREER PLANNING		1,500.00		1,500.00
802	711060000	LECTURES	80,000.00	20,100.00		100,100.00
811	711065000	SPECIAL REVENUE		200,000.00		200,000.00
811	711070000	OUTSTANDING OBLIGATIONS	25,000.00	75,000.00		100,000.00
801	711080000	OVERHEAD		55,000.00		55,000.00
801	711900000	RESERVE		10,000.00		10,000.00

SGC-University Park Council

801	712010000	SGC-MAIN OFFICE		7,560.00		7,560.00
801	712010100	SGC-GRAPHICS		11,000.00		11,000.00
801	712010200	SGC-ACCOUNTING		6,000.00		6,000.00
801	712010300	SGC-ACTIVITIES		12,925.00		12,925.00
801	712010400	SGC-OTHER OPERATION		2,000.00		2,000.00
801	712020000	EMOLUMENTS	88,000.00	0.00		88,000.00
801	712020100	PRES/TRAVEL		15,000.00		15,000.00
801	712020200	PUBLIC RELATIONS		24,000.00		24,000.00
801	213020300	ELECTIONS		3,500.00		3,500.00
801	712020400	ACADEMIC AFFAIRS		11,385.00		11,385.00
801	712020500	SPECIAL PROJECTS		37,626.00		37,626.00
801	712020600	RETREATS		10,000.00		10,000.00
801	712020700	SGC-CONTINGENCY		20,604.00		20,604.00
801	712020800	TEACH-OPERATION		10,800.00		10,800.00
801	712020900	INF. RESOURCE MANAGEMENT		12,100.00		12,100.00
802	712021000	STUDENT SERVICES		15,000.00		15,000.00
802	712021100	FESTIVITIES		5,000.00		5,000.00
802	712021200	VOTING DRIVE		10,000.00		10,000.00
802	712030000	STUDENT PROGRAM COMMITTEE	100,000.00	90,000.00		190,000.00
802	712030100	HOMECOMING	30,000.00	20,000.00		50,000.00
802	712030200	INTER. CULTURAL FEST	15,000.00	10,000.00		25,000.00
802	712030300	BLACK HISTORY	5,000.00	10,000.00		15,000.00
801	712050000	COMMUTER STUDENTS		8,750.00		8,750.00
801	712050100	PRODUCTION CENTER		4,500.00		4,500.00
802	712050200	UNITED STUDENT PROJECT		15,000.00		15,000.00
801	712050300	ENVIRONMENTAL AWARENESS		12,000.00		12,000.00
802	712050400	VILLAGE COUNCIL		8,500.00		8,500.00
802	712050500	GOLDEN DAZZLERS		1,500.00		1,500.00
802	712060000	SPECIAL PROJECTS REVENUE		100,000.00		100,000.00
802	712100000	STUD. ORGANIZATION COMMITTEE	3,400.00	1,600.00		5,000.00
802	712100100	SOC- RESERVE CLUBS	2,000.00	53,000.00		55,000.00
802	712100200	SOC-SGA MATCHING FUNDS		10,000.00		10,000.00

SGC-North Miami Council

802	713020250	STUD. ORGANIZATION COMMITTEE		18,500.00	18,500.00
801	713050050	SGC-MAIN OFFICE		9,000.00	9,000.00
801	713050150	SGC-ACTIVITIES		2,000.00	2,000.00
801	713050250	SGC-RESERVE		4,000.00	4,000.00
801	713050350	CONTINGENCY		22,941.00	22,941.00
801	713050450	GOVERNMENT TRAVEL		1,000.00	1,000.00
801	713050550	EMOLUMENTS	75,000.00	0.00	75,000.00
802	713050750	STUD. PROGRAM COMMITTEE	33,700.00	37,800.00	71,500.00
801	713050850	SGC OFFICE RENOVATION PROJECT		75,000.00	75,000.00
801	713060060	BROWARD AWARENESS		24,400.00	24,400.00
801	713070050	PRODUCTION CENTER		14,000.00	14,000.00
802	713070150	HALL COUNCIL		3,000.00	3,000.00
801	713070250	STUDENT SERVICES		2,000.00	2,000.00
801	713070350	ACADEMIC AFFAIRS		1,450.00	1,450.00
801	713070450	INFOQUEST		1,200.00	1,200.00
802	713080050	SPECIAL PROJECTS REVENUE		85,000.00	85,000.00

Sub-Total

464,100.00 1,570,141.00 2,340.00 2,036,581.00

GRAND-TOTAL -- SPONSORED RESEARCH & STUDENT ACTIVITIES FEE

2,466,125.00

TRANSFER OUT-AUXILIARY

624400000	U/P GRAHAM CENTER	610,157.00
624450050	N/M STUDENT CENTER	225,000.00
624900000-624900100	RECREATIONAL SPORTS & POOL	364,820.00
624950050		
624950150		

TOTAL TRANSFER OUT - AUXILIARY

1,199,977.00

TOTAL 1991-92 INTERIM GOVERNING COUNCIL BUDGET

\$ 3,666,102.00

JUL 01, 1992

FLORIDA INTERNATIONAL UNIVERSITY
AUXILIARY/SGA/ATHLETICS POSITION AND SALARY ESTIMATES
1992-93 FISCAL YEAR <<<692 FILE>>>

PAGE 1

BE 48900001
51-71-000-00 SGA MAIN OFFICE

PAY PLAN		EMPL NAME	TITLE	POS NUM	MAN YEARS	1991-92 RATE	EST. NEW 92-93 RATE	SALARY & BENEFITS
JAN. 1, 1993		U S P S						
USPS	VACANT LINE		SENIOR SECRETARY	047215-0	1.00	16,516	17,116	22,507.77
USPS	VICTORIANO	ELE	SECRETARY	047052-0	1.00	15,436	16,036	20,839.38
DEPT	TOTAL				2.00	31,952	33,152	0

JUL 01, 1992

FLORIDA INTERNATIONAL UNIVERSITY
AUXILIARY/SGA/ATHLETICS POSITION AND SALARY ESTIMATES
1992-93 FISCAL YEAR <<<692 FILE>>>

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BE 48900001
51-71-001-00 GRAPHICS

PAY PLAN		EMPL NAME	TITLE	POS NUM	MAN YEARS	1991-92 RATE	EST. NEW 92-93 RATE	SALARY & BENEFITS
JAN. 1, 1993 U S P S								
USPS	MITTLEMAN	RON	SR. ART/PUB. PROD. SPE	O47045-0	1.00	24,481	25,177	33,070.43
DEPT	TOTAL				1.00	24,481	25,177	0

JUL 01, 1992

FLORIDA INTERNATIONAL UNIVERSITY
AUXILIARY/SGA/ATHLETICS POSITION AND SALARY ESTIMATES
1992-93 FISCAL YEAR <<<692 FILE>>>

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BE 48900001
51-71-002-00 SGA ACCOUNTING

PAY PLAN		EMPL NAME	TITLE	POS NUM	MAN YEARS	1991-92 RATE	EST. NEW 92-93 RATE	SALARY & BENEFITS
JAN. 1, 1993		U S P S						
USPS	REYES		MAR FISCAL ASST.	047320-0	1.00	15,435	16,035	20,838.34
USPS	RODRIGUEZ		MAR SR. ACCOUNTANT	047281-0	1.00	25,444	26,169	34,350.20
DEPT	TOTAL				2.00	40,879	42,204	0

JUL 01, 1992

FLORIDA INTERNATIONAL UNIVERSITY
AUXILIARY/SGA/ATHLETICS POSITION AND SALARY ESTIMATES
1992-93 FISCAL YEAR <<<692 FILE>>>

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BE 48900001
51-71-003-00 ACTIVITIES OFFICE

PAY PLAN		EMPL NAME	TITLE	POS NUM	MAN YEARS	1991-92 RATE	EST. NEW 92-93 RATE	SALARY & BENEFITS
JAN. 1 1993 A & P								
A&P		GOTTLIEB-HART	SHA COORD. STUDENT AFFAIRS	047394-0	1.00	26,855	27,660	34,911.60
A&P		LUNSFORD	LAR DIR., STUDENT AFFAIRS	047393-0	1.00	40,560	41,776	52,727.91
JAN. 1, 1993 U S P S								
USPS		ADORNO	YOL CLERK TYPIST	047199-0	1.00	15,000	15,600	20,250.-
USPS		VINING	JAC SENIOR SECRETARY	047001-0	1.00	17,599	18,199	23,759.66
DEPT	TOTAL				4.00	100,014	103,235	0

JUL 01, 1992

FLORIDA INTERNATIONAL UNIVERSITY
AUXILIARY/SGA/ATHLETICS POSITION AND SALARY ESTIMATES
1992-93 FISCAL YEAR <<<692 FILE>>>

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BE 48900001
51-71-500-50 N.M. STUDENT GOVERNMENT

		PAY PLAN	EMPL NAME	TITLE	POS NUM	MAN YEARS	1991-92 RATE	EST. NEW 92-93 RATE	SALARY & BENEFITS
JAN. 1, 1993		U S P S							
		USPS	CANIZALES	LIL SR FISCAL ASST.	047247-0	1.00	17,318	17,918	23,379.30
DEPT	TOTAL					1.00	17,318	17,918	0

JUL 01, 1992

FLORIDA INTERNATIONAL UNIVERSITY
AUXILIARY/SGA/ATHLETICS POSITION AND SALARY ESTIMATES
1992-93 FISCAL YEAR <<<692 FILE>>>

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BE 48900001
51-71-501-50 N.M. STUDENT ACTIVITIES

		PAY PLAN	EMPL NAME	TITLE	POS NUM	MAN YEARS	1991-92 RATE	EST. NEW 92-93 RATE	SALARY & BENEFITS
JAN. 1, 1993		U S P S							
		USPS KITE		JOA SECRETARY	047008-0	1.00	16,400	17,000	22,139.92
DEPT	TOTAL					1.00	16,400	17,000	0
BDG-ENTY TOTAL						11.00	231,044	238,686	0



Florida International University

MEMORANDUM

TO: Dr. Larry Lunsford, Student Activities Director

FROM: Marisa Rodriguez, SGA Accountant *MR*

SUBJECT: Financial Report

DATE: August 13, 1992

Attached please find SGA University Wide Financial Report corresponding to the period of July 1, 1992 through July 31, 1992.

Thank you.

pc: Linda Miskovic
Paul Franzese
Zachary Burton
Marion Gervin
Ray Zoller ✓

SGA . -- UNIVERSITY WIDE 1992-93

	ALLOCATION	EXPENDITURES	BALANCES	% EXPENDED
UNIVERSITY WIDE - U/P-PAYROLL-SAL	317,608.74	25,993.42	291,615.32	0.65
U. W. OPERATING EXP	202,100.00	35.50	202,064.50	0.0%
MEDIA & SERVICES	275,000.00	54,116.65	220,883.35	19.7%
TRANSFERS OUT	1,199,977.00	0.00	1,199,977.00	ERR
ARTS	47,500.00	324.00	47,176.00	0.01
SPECIAL EVENT REVENUE	200,000.00	0.00	200,000.00	0.0%
OUTSTANDING OBLIGATIONS	100,000.00	93,981.53	6,018.47	94.0%
RESERVE	10,000.00	0.00	10,000.00	0.0%
OVERHEAD	55,000.00	0.00	55,000.00	0.0%
TOTALS	\$2,407,186.00	\$174,451.10	\$2,232,734.90	7.2%

EXPENDITURES ANALYSIS

UNIVERSITY WIDE---U/P-PAYROLL-MAIN OFF.- SAL	43,347.15	1,995.88	41,351.27	4.6%
PAYROLL-GRAPHICS-SAL	33,050.43	2,666.75	30,383.68	8.1%
PAYROLL-ACCOUNTING-SAL	55,188.59	4,752.70	50,435.89	8.6%
PAYROLL-ACTIVITIES-SAL	131,649.17	11,372.67	120,276.50	8.6%
PAYROLL -NORTH MIAMI SGA MAIN OFFICE-SAL	23,379.30	2,042.85	21,336.45	8.6%
OPS	2,000.00	1,003.38	996.62	
PAYROLL- NORTH MIAMI STUDENT ACTIVITIES-SAL	22,139.92	1,839.19	20,300.73	8.3%
PAYROLL - BROWARD - SAL-OPS	0.00	320.00	(320.00)	
PAYROLL - RESERVE GRANTS-SAL	6,854.00	0.00	6,854.00	0.0%
OPERATING EXPENSES-ACCOUNTING OPERATION-OPS	5,000.00	0.00	5,000.00	0.0%
EXP	2,000.00	35.50	1,964.50	1.8%
TOTAL	7,000.00	35.50	6,964.50	0.5%
FSA FEE	12,000.00	0.00	12,000.00	0.0%

MEDIA & SERVICES ----I.D.PROGRAM - OPS	0.00	0.00	0.00	ERR
EXP	150,000.00	4,905.00	145,095.00	3.3%
OCO	0.00	0.00	0.00	ERR
TOTAL	150,000.00	4,905.00	145,095.00	3.3%
RADIO STATION-OPS	7,000.00	0.00	7,000.00	0.0%
EXP	23,000.00	0.00	23,000.00	0.0%
OCO	0.00	0.00	0.00	ERR
TOTAL	30,000.00	0.00	30,000.00	0.0%
THE BEACON - EXP	20,000.00	0.00	20,000.00	0.0%
STUDENT HANDBOOK - EXP	45,000.00	43,187.00	1,813.00	96.0%
ORIENTATION -SALARY - OPS	7,000.00	4,592.50	2,407.50	65.6%
EXP	3,000.00	1,432.15	1,567.85	47.7%
TOTAL	10,000.00	6,024.65	3,975.35	60.2%
MINORITY STUDENT SERVICES - OPS	0.00		0.00	
EXP	20,000.00		20,000.00	
TOTAL	20,000.00	0.00	20,000.00	
HONOR'S COUNCIL - MAIN -OPS	0.00	0.00	0.00	ERR
EXP	1,000.00	0.00	1,000.00	0.0%
TOTAL	1,000.00	0.00	1,000.00	0.0%
RESERVE HONORS-OPS	0.00	0.00	0.00	ERR
EXP	5,000.00	500.00	4,500.00	10.0%
TOTAL	5,000.00	500.00	4,500.00	10.0%
GREEK COUNCIL - OPS	0.00	0.00	0.00	ERR
EXP	7,000.00	0.00	7,000.00	0.0%
TOTAL	7,000.00	0.00	7,000.00	0.0%
CAMPUS MINISTRY - EXP	5,000.00	0.00	5,000.00	0.0%
SGA - SAFETY PROGRAM - SALARY - OPS	50,760.00	7,554.97	43,205.03	14.9%
EXP	1,900.00	332.45	1,567.55	
OCO	2,340.00	0.00	2,340.00	0.0%
TOTAL	55,000.00	7,554.97	47,445.03	13.7%

FIU DEBATE TEAM	8,500.00	0.00	8,500.00	0.0%
CAREER RESOURCES - EXP	1,500.00	0.00	1,500.00	0.0%
SPC LECTURE COMMITTEE - OPS	80,000.00	0.00	80,000.00	0.0%
EXP	20,100.00	250.00	19,850.00	1.2%
TOTAL	100,100.00	250.00	99,850.00	0.2%
TRANSFERS OUT- GRAHAM CENTER	610,157.00	0.00	610,157.00	0.0%
STUDENT CENTER	225,000.00	0.00	225,000.00	0.0%
U/P RECREATIONAL SPORTS	364,820.00	0.00	364,820.00	0.0%
N/M RECREATIONAL SPORTS	0.00	0.00	0.00	ERR
N/M POOL	0.00	0.00	0.00	ERR
ARTS -----ART MUSEUM-OPS	0.00	0.00	0.00	ERR
EXP	22,000.00	324.00	21,676.00	1.5%
TOTALS	22,000.00	324.00	21,676.00	1.5%
MUSIC DEPARTMENT - OPS	4,500.00	0.00	4,500.00	0.0%
EXP	6,000.00	0.00	6,000.00	0.0%
OCO	0.00	0.00	0.00	0.0%
TOTALS	10,500.00	0.00	10,500.00	0.0%
THEATER DEPARTMENT-OPS	0.00	0.00	0.00	ERR
EXP	15,000.00	0.00	15,000.00	0.0%
OCO	0.00	0.00	0.00	ERR
TOTAL	15,000.00	0.00	15,000.00	0.0%
SPECIAL EVENT REVENUE ----- EXP	200,000.00	0.00	200,000.00	0.0%
OUTSTANDING ENCUMBRANCES ----- OPS	25,000.00	23,355.52	1,644.48	93.4%

EXP	75,000.00	60,646.35	14,353.65	80.9%
OCO	0.00	9,979.66	(9,979.66)	ERR
TOTAL	100,000.00	93,981.53	6,018.47	94.0%

SGA RESERVE ----- EXP	10,000.00	0.00	10,000.00	0.0%
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OVERHEAD -----EXP	55,000.00	0.00	55,000.00	0.0%
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SGC - North Miami

	Allocation	Expenditures	Balance	% Expended
SGC Govt. Travel	\$ 1,000.00	\$ 829.35	\$ 170.10	.83
SGC Emoluments	\$75,000.00	\$65,835.28	\$ 9,164.72 ***	.88
SGC Reserve	\$ 4,000.00	\$ 2,598.00	\$ 1,402.00	.65
Special Projects (Total Collected)			\$ 6,176.37	-0-
Contingency	\$22,941.00	\$15,175.33	\$ 7,765.67	.66
Production Center	\$14,000.00	\$13,502.28	\$ 497.72	.96
Infoquest	\$ 1,200.00	\$ 75.08	\$ 1,124.92	.06
Academic Affairs	\$ 1,450.00	- 0 -	\$ 1,450.00	
Student Services	\$ 2,000.00	\$ 502.63	\$ 1,497.37	.25

*** The emoluments account should not be used for allocating any further request for monies.

The total balance in the accounts is \$20,084.72 (without the emolument balance figure)

Student Government North Miami

	ALLOCATION	OPS Alloc.	EXP. Alloc.	ENCUMB.	EXPENDED	BALANCE
SGC Operations	\$9,000.00					
Office Supplies			\$4531.84		\$2131.73	\$2400.11
Telephone			\$4468.16	\$2736.11	\$1732.05	- 0 -
Student Activities	\$2,000.00					
Office Supplies			\$1393.30		\$1108.44	\$ 284.84
Telephone			\$ 606.70	\$ 300.70	\$ 306.00	- 0 -
Student Government Travel	\$1,000.00		\$1000.00		\$ 161.90	\$ 838.10
SGC Emoluments	\$75,000.00		\$75000.00	\$11940.96	\$36394.32	\$26664.72
SGC Reserve	\$ 4,000.00		\$ 4000.00		\$ 2598.00	\$1402.00
Special Projects (Projected Amount) Collected	\$85,000.00					\$4207.68
Contingency	\$22,941.00			\$2186.00	\$5546.99	\$15208.01
Production Center	\$14,000.00				\$13502.28	\$ 497.72
Infoquest	\$1,200.00		\$1200.00		\$ 75.08	\$1162.46
Academic Affairs	\$1,450.00		\$1450.00		- 0 -	\$1450.00
Student Services	\$2,000.00		\$2000.00		\$ 502.63	\$1497.37
SGC Renovation	\$75,000.00			\$60000.00		\$15000.00

16554.72

6176.37
~~4207.68~~

60,600
 23
 37,70

10,800
 18

60,600.01
 \$70,613.01



Florida International University

TO: Paul N. Franzese, Associate Director Student Activities

FROM: Lillian Canizales, SGC Sr. Fiscal Asst.

DATE: December 14th, 1992

SUBJ: End of Fall Report for Student Government Accounts

Attached please find SGC Report for the Month of December. Please note that payroll figures are to the end of November '92.

cc: Robert Capuano, SGC Comptroller

North Miami - SGA Budget 1992-93

	ALLOCATION	ENCUMB.	EXPENDITURES	BALANCE
SGA Reserve	\$ 4000.00		\$ 598.00	\$ 3402.00
Contingency	\$22941.00		\$ 5936.33	\$17004.67
Govt. Travel Exp.	\$ 1000.00		\$ 161.90	\$ 838.10
Emoluments	\$75000.00		\$28802.40	\$46197.60
Production Center				
OCO	\$14000.00	\$13926.98		\$ 73.02
Academic Affairs	\$ 1450.00	- 0 -	- 0 -	\$ 1450.00
SGA Renovation	\$75000.00	\$60000.00		\$15000.00
SGC OPS Reserve	\$ 2000.00		\$ 2000.00	- 0 -
Infoquest	\$ 1200.00		\$ 37.54	\$ 1162.46
Student Services	\$ 2000.00		\$ 502.63	\$ 1497.37
Special Projects Revenue ***				
ISL Program (5-23-92/6-20-92)	\$ 359.00			
" " (6-20-92/7-18-92)	\$ 799.68			
" " (7-18-92/8-15-92)	\$1433.28			\$ 2591.96

** As of 12/11/92 these amounts have not been credited to account # 713080050. A memo is being prepared to the Asst. Controller to correct it.



Florida International University

TO: Paul N. Franzese, Associate Director Student Activities
FROM: Lillian Canizales, Sr. Fiscal Assistant SGC NMC
DATE: December 11th, 1992
SUBJ: SPC Quarterly Report

Attached please find Student Programming Committee Quarterly Report from October 16th - December 11th, 1992.

cc: Christine Wenzel, SPC Chair
Robert Capuano, SGC Comptroller

SPC QUARTERLY REPORT
December 11th, 1992

ALLOCATION		\$71,500.00
OPS	\$33,700.00	
Exp./Encumb.		\$20,525.00
EXPENSE	\$37,800.00	
Exp./Encumb.		\$13,576.39
Total Exp./Encumb.		\$34,101.39
Cash Balance		\$37,398.61

SPC has used and encumbered 52% of its allocation

Prepared by : L. Canizales
NMC SGC Accountant

DETAIL REPORT

December 11th, 1992

		OPS	EXP.	BALANCE
<u>BAY JAM</u>				
Budget	\$2700.00	\$1500.00	\$1200.00	
Exp./Enc.		<u>\$ 400.00</u>	<u>\$ 492.14</u>	
		\$1100.	\$ 707.86	\$1807.86
<u>COMEDY SHOPS</u>				
Budget	\$11000.00	\$10000.00	\$1000.00	
Exp./Enc.		<u>8930.00</u>	<u>\$ 565.98</u>	
		\$ 1070.00	\$ 434.02	\$1504.02
<u>CONTINGENCY</u>				
Budget	\$1500.00		\$1500	
Exp./Enc.			\$541.77	\$ 958.23
<u>EMOLUMENTS</u>				
Budget	\$1800.00	\$ 1100.00		\$ 700.00
<u>FILMS</u>				
Budget	\$7500.00		\$7500.00	
Exp./Enc.			\$5313.00	\$2187.00
<u>HOMECOMING</u>				
Budget	\$3500.00	\$1000.00	\$2500.00	
Exp./Enc.		- 0 -	- 0 -	\$3500.00

DETAIL REPORT
December 11th, 1992

	OPS	EXP.	BALANCE
<u>MAPS</u>			
<u>International Week</u>			
Budget	\$3500.00	\$1700.00	\$1800.00
Exp./Enc.	- 0 -	- 0 -	\$3500.00
<u>Black History Week</u>			
Budget	\$4000.00	\$3000.00	\$1000.00
Exp./Enc.	- 0 -	- 0 -	\$4000.00
<u>Jewish Awareness</u>			
Budget	\$1500.00	\$ 700.00	\$ 800.00
Exp./Enc.	- 0 -	- 0 -	\$1500.00
<u>NACA</u>			
Budget	\$4500.00		
Exp./Enc.		- 0 -	\$4500.00
<u>PERFORMING ARTS</u>			
Budget	\$3350.00	\$2750.00	\$ 600.00
Exp./Enc.	\$2800.00	\$ 256.00	\$ 294.00
	- 50.00	\$ 344.00	
<u>PUBLICITY</u>			
Budget	\$10600.00	\$10600.00	
Exp./Enc.		\$3895.43	\$6704.57

DETAIL REPORT
December 11th, 1992

	OPS	EXP.	BALANCE
<u>SPEAKER PROGRAM</u>			
Budget	\$8900.00	\$7500.00	\$1400.00
Exp./Enc.	<u>\$4500.00</u>	<u>\$ 402.50</u>	
	\$3000.00	\$ 997.50	\$3997.50
<u>SPECIAL EVENTS</u>			
<u>Health/Drug Awareness</u>			
Budget	\$1000.00	\$ 300.00	\$ 700.00
Exp./Enc.		\$ 699.11	\$ 300.89
<u>SPC Awards Banquet</u>			
Budget	\$ 600.00		\$600
Exp./Enc.		- 0 -	\$ 600.00
<u>THURSDAY /BAY</u>			
<u>"Welcome Back"</u>			
Budget	\$3500.00	\$2700.00	\$ 800.00
Exp./Enc.		<u>\$2545.00</u>	<u>\$ 673.19</u>
		\$ 155.00	\$ 126.81
<u>"Summer"</u>			
Budget	\$ 750.00	\$ 250.00	\$ 500.00
Exp./Enc.		- 0 -	- 0 -
			\$ 750.00
<u>"Halloween"</u>			
Budget	\$1300.00	\$ 500.00	\$ 800.00
		<u>\$ 250.00</u>	<u>\$ 737.27</u>
		\$ 250.00	\$ 62.73
			\$ 312.73



Florida International University

TO: Paul N. Franzese, Associate Director Student Activities
FROM: Lillian Canizales, SGC Sr. Fiscal Assistant NMC *LC*
DATE: October 30th, 1992
SUBJ: SGC Monthly Fiscal Report

Attached please find the Student Government Monthly Fiscal Report NMC.

cc Raymond Zoller, SGC Cmpptroller

North Miami Campus, North Miami, Florida 33181

Equal Opportunity/Equal Access Employer and Institution

North Miami - SGA Budget 1992-93

Categories	Budget	Year to date	Unpaid Encumb/ Accounts Payable	Available Balance
NM Payroll - SGA	\$23379.30	\$ 6848.30		\$16531.00
NM Payroll Activities	\$22139.92	\$ 6095.99		\$16043.93
SGA - OPS Salary	\$ 2000.00	\$ 2491.22		
Transfer In	\$ 1750.00			\$ 1258.78
Broward Awareness OPS	\$ 2500.00	\$ 640.00		\$ 1860.00
Operating Exp. SGA	\$ 9000.00	\$ 2380.74	\$ 991.33	\$ 4651.10
Operating Exp. Activities	\$ 2000.00	\$ 1004.35	187.70	\$ 807.95
Hall Council Exp.	\$ 3000.00	\$ 339.38	\$ 350.00	\$ 2310.62
Student Services	\$ 2000.00			
Transfer Out UC		\$ 500.00		\$ 1500.00
Broward Awareness Exp.	\$21900.00	\$ 1629.40		\$20270.00
SGA Reserve	\$ 4000.00			
Transfer Out SGA UP		\$ 598.00		
" OPS Payroll		\$ 250.00		\$ 3152.00
Contingency	\$22941.00			
ID Transfer OPS Payroll		\$ 1500.00	\$ 250.00	\$21191.00
Govt. Travel Exp.	\$ 1000.00	\$ 100.00		\$ 900.00
Emoluments	\$75000.00	\$18924.85	\$ 9796.80	\$46278.35
SGC Renovation	\$75000.00			\$75000.00

Payroll Exp. are to the end of September 92.

North Miami - SGA Budget 1992-93

Categories	Budget	Year to date	Unpaid Encumb./ Accounts Payable	Available Balance
Production Center.				
OCO	\$14000.00		\$13926.98	\$ 73.02
Infoquest	\$ 1200.00	\$ 37.54		\$ 1162.46
Academic Affairs	\$ 1450.00			\$ 1450.00
Student Programming Committe				
OPS	\$33700.00	\$17300.00		\$16400.00
EXP.	\$37200.00	\$ 7921.58		\$29275.42
SOC				
OPS	\$ 1500.00	\$ 400.00		\$ 1100.00
EXP.	\$17000.00	\$ 491.56		\$16508.44

North Miami Campus

SOC BUDGET & DISTRIBUTION

SOC Main		Allocation/Clubs	Expenditures	Encumbrances	Balance
Exp.	\$17000.00	\$ 7555.00	\$ 278.05	\$ 444.00	\$6832.95
OPS	\$ 1500.00			\$ 400.00	\$1100.00



Florida International University

TO: Paul N. Franzese, Associate Director Student Activities
FROM: Lillian Canizales, Sr. Fiscal Assistant SGC NMC *LC*
DATE: October 21st, 1992
SUBJ: SPC Quarterly Report

Attached please find Student Programming Committee Quarterly Report from July 1st, 1992 - October 15th, 1992.

cc: Ray Zoller, SGC Comptroller
Christine Wenzel, SPC Chair

Office of the Comptroller

North Miami Campus, North Miami, Florida 33181

Equal Opportunity/Equal Access Employer and Institution

SPC QUARTERLY REPORT

October 21st, 1992

Allocation			\$71,500.00
OPS	\$33,700.00		
Exp. Encumb.		\$17,300.00	
Expense	\$37,800.00		
Exp./Encumb		\$ 7,921.58	
Total Exp./Encumb.			\$25,221.58
Cash Balance			\$46,278.42

SPC has used and encumbered 35% of its allocation

Prepared by: L. Canizales
SGC NMC

DETAIL REPORT SPC

October 21st, 1992

		OPS	EXP.	Balance
<u>BAY JAM</u>		\$1500.00	\$1200.00	
Budget	\$2700.00			
Exp./Encumb.		- 0 -	- 0 -	\$2700.00
<u>COMEDY SHOP</u>				
Budget	\$11000.00	\$10000.00	\$1000.00	
Exp./Encumb		\$6105.00	\$ 483.70	\$4411.30
		\$3895.00	\$ 516.30	
<u>CONTINGENCY</u>				
Budget	\$1500.00			
Exp./Encumb.			\$ 494.90	\$1005.10
<u>FILMS</u>				
Budget	\$7500.00			
Exp./Encumb.			\$2670.00	\$4830.00
<u>HOME COMING</u>				
Budget	\$3500.00	\$1000.00	\$2500.00	
Exp./Encumb		- 0 -	- 0 -	\$3500.00

DETAIL REPORT SPC
 October 21sr, 1992

	OPS	EXP.	
<u>MAPS</u>			
<u>Int. Week</u>			
Budget	\$3500	\$1700.00	\$1800.00
Exp./Encumb	- 0 -	- 0 -	\$3500.00
 <u>Black History Week</u>			
Budget	\$4000.00	\$3000.00	\$1000.00
Exp./Encumb.	- 0 -	- 0 -	\$4000.00
 <u>Jewish Awareness Week</u>			
Budget	\$1500.00	\$700.00	\$800.00
Exp./Encumb.	- 0 -	- 0 -	\$1500.00
 <u>NACA</u>			
Budget	\$4500.00		
Exp./Encumb.	- 0 -	- 0 -	\$4500.00
 <u>PERFORMING ARTS</u>			
Budget	\$3350.00	\$2750.00	\$ 600.00
Exp./Encumb	\$2800.00		\$ 550.00
	< - 50.00 >		

DETAIL REPORT SPC
 October 21st, 1992

<u>PUBLICITY</u>		OPS	EXP.	Balance
Budget	\$10600.00		\$10600.00	
Exp./Encumb.			\$ 1870.68	\$8729.32
<u>SPEAKER PROGRAM</u>				
Budget	\$8900.00	\$7500.00	\$1400.00	
Exp./Encumb		\$4500.00	\$ 314.75	
		\$3000.00	\$1085.25	\$4085.25
<u>SPECIAL EVENTS</u> Health/Drug Awareness				
Budget	\$1000.00	\$ 300.00	\$ 700.00	
Exp./Encumb		- 0 -	\$ 779.00	
			< - 9.00 >	\$ 221.00
<u>SPC Awards Banquet</u>				
Budget	\$ 600.00		\$ 600.00	
Exp./Encumb.			- 0 -	\$ 600.00
<u>STIPEND</u>				
Budget	\$1800.00	\$1800.00		
Exp./Encumb		\$1100.00		\$ 700.00

DETAIL REPORT SPC
 October 21st, 1992

<u>THURSDAY/BAY</u>		OPS	EXP.	Balance
"Welcome Back"				
Budget	\$3500.00	\$2700.00	\$ 800.00	
Exp./Encumb.		<u>\$2545.00</u>	<u>\$ 673.19</u>	
		\$ 155.00	\$ 126.81	\$281.81
"Halloween"				
Budget	\$1300.00	\$ 500.00	\$ 800.00	
Exp./Encumb.		<u>\$ 250.00</u>	<u>\$ 635.36</u>	
		250.00	\$ 164.64	\$414.64
"Summer"				
Budget	\$ 750.00	\$250.00	\$ 500.00	
Exp./Encumb.		- 0 -	- 0 -	\$ 750.00
CASH BALANCE				\$46,278.42



Florida International University

TO: Paul Franzese, Assoc. Director Student Activities
FROM: Lillian Canizales, Sr. Fiscal Assistant SGA/NMC
SUBJECT: Monthly Fiscal Report
DATE: August 31, 1992

Attached please find the North Miami Government Association Fiscal Report and Expenditure Analysis from July 1, 1992 through August 31, 1992.

pc: Elias Bardawill
Ray Zoller

Office of the Comptroller * Student Government Association

(305) 940-5680

North Miami Campus, North Miami, Florida 33181

Equal Opportunity/Equal Access Employer and Institution

 North Miami - SGA BUDGET 1992-93

	ALLOCATION	EXPENDITURES	BALANCES	% EXPENDED
N/M Payroll - SGA	\$23,379.30	\$1990.59	\$21,388.71	.09%
N/M Payroll - Activities	\$22,139.92	\$1885.05	\$20,254.87	.09%
SGA - OPS Salary	\$ 2,000.00	\$1305.00	* \$ 695.00	.65% *
Operating Exp. SGA - Exp.	\$ 9,000.00	\$1563.95	\$ 7,436.05	.17%
OCO	\$ - 0-			
Total	\$ 9,000.00			
Operating Exp. Activites	\$ 2,000.00	\$ 73.62	\$ 1,926.38	.04%
Student Programming Comm.				
OPS	\$33,700.00	\$16000.00	\$17,700.00	.47%
EXP.	* \$37,200.00	\$ 5089.00	\$32,110.45	.14%
Total	\$70,900.00			
Hall Council Exp.	\$ 3,000.00	\$ 275.00	\$ 2,725.00	.09%
Other OPS Student Services	\$ 1,450.00	- 0--	\$ 1,450.00	

* The budget for N/M Student Programming Committee reflects a budget reduction of \$600.00, which is being transferred to U/P SPC for Fall Films.

* SGA - OPS Salary already has used 65% of its allocation.

Broward Awareness OPS	\$ 2,500.00	\$ 640.00	\$ 1,860.00	.26%
EXP.	\$21,900.00	\$1897.00	\$20,002.00	.09%
TOTAL	\$24,400.00			
SGA Reserve	\$ 4,000.00	- 0 -	\$ 4,000.00	
Contingency	\$22,941.00	- 0 -	\$22,941.00	
Govt. Travel Exp.	\$ 2,000.00	\$ 875.00	\$1,125.00	.44%
Emoluments	\$75,000.00	\$ 9128.05	\$65,871.95	.12%
Production Center	\$14,000.00	- 0 -	\$14,000.00	
Academic Affairs	\$ 1,450.00	- 0 -	\$ 1,450.00	
Infoquest	\$ 1,200.00	\$ 8.79	\$ 1,191.21	.01%

Special Projects Revenue	Projected	Actual Rcd.
	\$85,000.00	\$1,158.72



Florida International University

MEMORANDUM

TO: LILIAN CANIZALES, SGC ACCOUNTANT
FROM: ROBERT G. CAPUANO, NMC - BROWARD SGC CONTROLLER
SUBJECT: BUDGET ALLOCATION / TRANSFER
DATE: 11 MARCH 1993

The Finance Committee of the North Miami-Broward Student Government Council has approved a transfer of \$2,000 from the SGC Special Projects Revenue Account # 713080050 to the SOC Account # 713020250 to be allocated to the Photography Society for their Spring Speaker Program.

cc. Don Cornish, SOC Chairperson
FIU Photography Society
File

*How many
Robert*

Q2-Q3



Florida International University

M E M O R A N D U M

TO: LILLIAN CANIZALES, SGC ACCOUNTANT

FROM: ROBERT G. CAPUANO, NMC - BROWARD SGC CONTROLLER

SUBJECT: BUDGET TRANSFER

DATE: 22 FEBRUARY 1993

The North-Miami Broward Student Government Council has authorized a budget transfer of \$334.00 from the SGC Travel Account # 713050450 to Assistant Vice President Helen Ellison's Office Account # 624350250. This transfer finalizes an agreement made by the SGC in November 1992 to cover travel expenses to the Race Relations Conference.

cc. File



Florida International University

M E M O R A N D U M

TO: JIM KETZLE, UNIVERSITY CONTROLLER
JUDY WEECH, PURCHASING DIRECTOR

FROM: ROBERT G. CAPUANO, NMC - BROWARD SGC CONTROLLER

SUBJECT: SIGNATURE AUTHORITY

DATE: 27 JANUARY 1993

On 18 August 1992, former SGC Controller Raymond Zoller sent a memo to your respective offices authorizing Assistant V.P. Helen Ellison emergency signature authority on the North Miami accounts for the duration of Associate Dir. Paul Franzese's absence. This memo is to inform you that this emergency authority existed only for that period last August and is no longer valid at this time. ALL requisitions and TAR's for North Miami Student Government Accounts MUST have the signature of the North Miami SGC Controller to be valid, and all departments MUST turn in requests for funds to the North Miami SGC Accountant for the allocations to be processed. Exceptions can only be granted by a memo from the North Miami SGC Controller.

Please contact me at 940-5680 regarding any questions that you may have.

cc. Lillian R. Canizales
Dr. Richard Correnti
Helen Ellison
Diana Marin
Blake Powell
File

North Miami Campus, North Miami, Florida 33181



Florida International University

M E M O R A N D U M

TO: LILLIAN CANIZALES, SGC ACCOUNTANT

FROM: ROBERT G. CAPUANO, NMC - BROWARD SGC CONTROLLER

SUBJECT: SPC HOMECOMING ALLOCATION

DATE: 21 JANUARY 1993

Due to an unforeseen budget shortfall, the Student Government Council has had to reduce the allocation for SPC's Homecoming events to \$2,000. These monies will be transferred from the SGC Reserve Account # 713050250 to the SPC Account # 713050750.

Please contact me regarding any questions that you may have.

cc. File

FLORIDA INTERNATIONAL UNIVERSITY
Request for Budget Transfer

TO: University Budget Planning Office

AREA BUDGET OFFICE APPROVAL

FROM: Student Affairs

DATE:

The following budget transfers are requested:

Paul M. Jones
Authorized signature

INSTRUCTIONS:

Show complete account information "Categories" are Other Personal Services (OPS), Expense (EXP), and Operating Capital Outlay (OCO). Retain goldenrod copy. Send balance of set to your area budget office. Following action by administrative offices, the pink copy will be returned to you reflecting final action.

DEPARTMENTAL ACCOUNTS			WHOLE DOLLAR AMOUNTS ONLY	
Account Number	Department Name	Category	Increase	Decrease
713050250	SGC NMC Reserve	Exp.		\$2,000.00
713050750	SPC NMC	Exp.	\$2,000.00	
AMOUNTS MUST EQUAL			GRAND TOTAL	
			\$	\$
BUDGET OFFICE USE ONLY				
02-94-000-00	University Reserve	SAL		
02-94-000-00	University Reserve	OPS		
02-94-000-00	University Reserve	EXP		
02-94-000-00	University Reserve	OCO		
02-94-000-00	University Reserve	_____		
02-94-000-00	University Reserve	_____		

Explanation for this request:

Homecoming Budget

Student Government Council approved increase of funds for the Student Programming

DISTRIBUTION:

University Budget Planning Office (Original)

Controller (Green)

Originating Area Budget Office (Yellow & Pink)

___ Presidential Area

___ NM/Budget & S.S.

___ Academic Affairs

___ Student Affairs

___ Business & Finance

___ University Relations

Originating Department (Goldenrod)

& Development

UNIVERSITY BUDGET OFFICER

Recorded by Controller: JV # _____ Date: _____ By: _____ Transfer #: _____



Florida International University

M E M O R A N D U M

TO: LILLIAN CANIZALES, SGC SENIOR FISCAL ASSISTANT
FROM: ROBERT G. CAPUANO, NMC - BROWARD SGC CONTROLLER
SUBJECT: FINANCE ALLOCATIONS
DATE: 16 DECEMBER 1992

The North Miami-Broward Finance Committee has allocated \$1239 for the NMC Library AV Network request. This allocation will be drawn from the SGC Contingency Account # 713050350. The Committee has also allocated \$2500 for the Student Lounge TV. This allocation will be drawn from the SGC Emoluments Account # 713050550.

cc. File



Florida International University

M E M O R A N D U M

TO: WHIT HOLLIS, UNIVERSITY CENTER DIRECTOR

FROM: ROBERT G. CAPUANO, NMC - BROWARD SGC CONTROLLER

SUBJECT: STUDENT LOUNGE TELEVISION

DATE: 10 December 1992

As you are aware, the North Miami - Broward Student Government Council (SGC) has decided to allocate an amount not to exceed \$2,500 to replace the big-screen television in the student lounge. Though this request was part of your \$47,000 request to the University Council, we felt that it was under the jurisdiction of this SGC, as it concerned entertainment and educational services for students at the North Miami Campus. These funds are provided with the consideration that the television will remain the property of the Student Government Association and that the words "Provided by the North Miami-Broward Student Government Council" appear on it. Please feel free to contact Lillian Canizales to begin the necessary paperwork.

Please contact me at 940-5680 regarding any questions that you may have.

cc. Lillian R. Canizales
File



Florida International University

M E M O R A N D U M

TO: MIGUEL MENENDEZ, READER SERVICES DEPARTMENT HEAD
FROM: ROBERT G. CAPUANO, N.M.C. - BROWARD SGC CONTROLLER
SUBJECT: AUDIO VISUAL NETWORK
DATE: 10 December 1992

I am pleased to inform you that the Finance Committee of the North Miami - Broward Student Government Council (SGC) has approved your request for \$1239 to set up a local area network in the Audio Visual Section of the NMC Library. The Committee feels that your request is consistent with the Student Government's mission to provide improved services for the students on this campus. As with all such requests, the equipment purchased shall remain the property of the Student Government Association, with the understanding that it be used to provide this service to the students.

Before funds can be allocated, it will be necessary to obtain a budget transfer for the above amount. When this transfer is complete, you will be notified and may then feel free to contact Lillian Canizales, the SGC Accountant at 940-5680 to begin processing the necessary paperwork.

Please contact me at 940-5680 regarding any questions that you may have.

cc. Toni B. Downs
Lillian R. Canizales
File

North Miami Campus, North Miami, Florida 33181

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Florida International University

M E M O R A N D U M

TO: DON CORNISH, PEER ADVISOR

FROM: ROBERT G. CAPUANO, N.M.C. / BROWARD SGC CONTROLLER

SUBJECT: ETIQUETTE DINNER

DATE: 1 December 1992

The North Miami - Broward Finance Committee has reviewed your request for \$1030.00 for a Business Etiquette Dinner to be held in Spring 1993. Before we are able to come to a decision, we have a number of questions.

- (1) Who is eligible to attend the dinner?
- (2) How will the people that attend be selected?
- (3) How will the dinner be advertised?
- (4) Where will the dinner be held, and has consideration been given to hold it in the Hospitality Facility?

Please memo the Finance Committee so that we may facilitate the processing of your request, and feel free to contact me at 940-5680 regarding any questions that you may have.

cc. File



Florida International University

M E M O R A N D U M

TO: MEHRAN BASIRATMAND, N.M.C. COMPUTER SERVICES
FROM: ROBERT G. CAPUANO, N.M.C./ BROWARD SGC CONTROLLER
SUBJECT: FILE SERVER REQUEST
DATE: 23 November 1992

After close consideration, and consultation with Dr. Alan Parker from the School of Hospitality Management, the Finance Committee of the North Miami - Broward Student Government Council has denied your request for \$1401.65 to upgrade the file server in the School of Hospitality Management Computer Lab. Dr. Parker, in consultation with SGC President Ray Zoller, determined that the upgrade was unneeded, as the file server that will be in place in the Hospitality lab is sufficient for the needs of the Hospitality students and faculty.

Please contact me at 940-5680 regarding any questions that you may have.

cc. Lillian R. Canizales

~~File~~

North Miami Campus, North Miami, Florida 33181

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Florida International University

M E M O R A N D U M

TO: LARRY LUNFORD, DIRECTOR OF STUDENT ACTIVITIES
FROM: ROBERT G. CAPUANO, N.M.C./ BROWARD SGC CONTROLLER
SUBJECT: SGA EMOLUMENTS, FALL 1992
DATE: 10 NOVEMBER 1992

It has recently come to my attention that the Student Government Councils on both campuses are receiving emoluments according to a tuition rate of \$50.24 a credit hour. According to the Office of Registration and Records, undergraduate in state tuition for Fall 1992 was \$54.22 a credit hour. The course schedules for Fall 1992 do not reflect this amount, as tuition was raised after the schedules were printed. This error must be corrected for the December emoluments and retroactive payments should be made for the difference on the October emoluments.

Please contact me at 940-5680 regarding any questions that you may have.

cc. Lillian R. Canizales
File



Florida International University

M E M O R A N D U M

TO: LILLIAN CANAZALES

FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR *RZ*

SUBJECT: EMOLUMENT ADJUSTMENTS

DATE: OCTOBER 28, 1992

Due to the recent resignation of Elias Bardawil from the position of SGA President, the following changes will take place with regard to emoluments:

1. All contracts regarding payment to Elias Bardawil will be null and void from this date forth;
2. Bill Growney will accept the position of President until 12/31/92 and his emolument should be adjusted up to the level of President from the present level of Vice President.

Please contact me regarding any questions that you may have.

cc. Paul Franzese
Bill Growney
File

North Miami Campus, North Miami, Florida 33181

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Florida International University

M E M O R A N D U M

TO: WHIT HOLLIS, UNIVERSITY CENTER DIRECTOR
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: TYPING LAB ALLOCATION
DATE: OCTOBER 28, 1992

192

As per your conversation with Bill Growney yesterday, the University Center will now be fully responsible for the contract negotiations and maintenance of the typewriters located in UC 110.

Additionally, with the transfer of these responsibilities, SGA will transfer the following amounts from the Student Service account to the University Center account in order to facilitate normal operations of this equipment:

- | | |
|--|----------|
| 1. Yearly maintenance (fiscal) estimated at: | \$350.00 |
| 2. Yearly supplies estimated at: | \$150.00 |
| | ----- |
| Total Transfer: | \$500.00 |

This transfer of funds shall take place as of today, October 28, 1992.

On behalf of the Finance Committee and the SGA, we thank you for your assistance with future cost reductions and better services provided to the student body.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Paul Franzese
Bill Growney
File

North Miami Campus, North Miami, Florida 33181



Florida International University

M E M O R A N D U M

TO: LILLIAN CANAZALES, SGA FISCAL ASSISTANT
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: TRAVEL POLICY
DATE: OCTOBER 28, 1992

RZ

The Finance Committee has determined the following policy regarding student travel, either with or without association to a club or organization.

All clubs under the direction of SOC shall first request funds for the purpose of travel from the SOC governing board. All requests that exceed semester allocation amounts or require additional financial consideration shall be referred to the Finance Committee for a case by case analysis. The Finance Committee requests a statement of recommendation from the SOC for each one of these special circumstances.

All students and non-registered organizations shall present their request for funds to the Finance Committee. These requests will be considered on a case by case basis as well.

I hope this helps in clarifying this delicate issue and will also provide "money seekers" with a standard operating procedure.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Don Cornish
File



Florida International University

M E M O R A N D U M

TO: LILLIAN CANAZALES, SGA FISCAL ASSISTANT
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR *RZ*
SUBJECT: PROJECTIONIST ALLOCATION
DATE: OCTOBER 28, 1992

The Finance Committee has voted to approve an allocation of \$250.00 from the reserve account to the OPS account responsible for the Projectionist position. This additional allocation is only for the Fall term and future adjustments will be made for the Spring and summer terms.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Paul Franzese
File

Raymond

Manuel



Florida International University

M E M O R A N D U M

TO: JENNIFER JAMES, SCHOOL OF NURSING CLASS PRESIDENT
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: PINNING CEREMONY ALLOCATION
DATE: OCTOBER 22, 1992

On behalf of the Finance Committee, I would like to inform you of our decision regarding your recent request of \$ 482.00 for the School of Nursing pinning ceremony.

We will allocate a total of \$225.00 for your December pinning ceremony.

I would like to offer the following suggesting as additional ways to reduce your overall ceremony costs for December and future events:

1. Stage trees/ plants may be ordered through the university's Physical Plant department for no charge. (saving \$75.00)
2. Check with Professional Food Service Management (PFM) regarding their catering prices. Their prices are much more affordable then the previous contractor and they provide the tablecloths for no charge.
3. The Student Activities office retains a graphic artist who may be able to create your invitations and programs for you at a reduced rate.

Please contact Paul Franzese (948-5680) regarding questions about the plant information and the graphic artist.

Please contact Lillian Canazales (948-5680) regarding the appropriate procedures required to receive these funds.

North Miami Campus, North Miami, Florida 33181

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Page 2.

Finally, the SGA requests that you note in your program that your function was sponsored, in part, by the SGA North Miami Campus.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Paul Franzese
File



Florida International University

M E M O R A N D U M

TO: Dr. Richard Correnti
Vice President, Student Affairs

FROM: Raymond E. Zoller
Finance Chair, NMC Student Government

SUBJECT: A & S Fee Committee Meeting

DATE: October 20, 1992

Please excuse my absence today from the A & S Fee Committee meeting. In addition to not being able to attend, I have several points of inquiry:

1. At no point prior to my notification of this meeting on Monday October 19, 1992 was I formally informed of my participation with this committee;
2. ← Inquiry as to my class schedule and hours of availability were never requested;
3. Tentative meeting schedules for the A & S Fee Committee have not been provided;
4. I have not received a committee goal statement, plan of action or background information as to what my function will be on this committee;
5. Should I consider a twenty-four hour advance notification of these meetings as standard operating procedure?

Additionally, I initiated the process for having a University Council meeting scheduled at 9 a.m. Friday, October 23, 1992 as specified in a memo sent to Marion Gervin dated October 9, 1992 (memo attached). As of yesterday, no response to this memo has been generated. I am concerned about the need to abide by the SGA constitution and improve communication channels between the two campuses.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Paul Franzese

North Miami Campus, North Miami, Florida 33181

M E M O R A N D U M

TO: MARION GERVIN
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: SGA FISCAL ASSISTANT FINANCIAL DOCUMENT PRINTER
DATE: OCTOBER 9, 1992

Please be informed that I am requesting the transfer of the extra printer located next to Marissa Rodriguez's office from University Campus to North Campus.

Marissa has informed me that the cost of the printer was approximately \$ 598.00. We will transfer this amount from our reserve account to your reserve account in exchange for the wide body printer.

I am presently completing a work order with Office Security for the proper lock downs required for all computer equipment in our offices. Therefore, an expeditious transfer of this equipment would be appreciated so as to complete this work.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Marissa Rodriguez
File

M E M O R A N D U M

TO: PAUL FRANZESE

FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR

RZ

SUBJECT: HIRING OF OFFICE ASSISTANT

DATE: OCTOBER 8, 1992

This is to confirm the additional allocation of funds to the Student Activities Office and Graphic Artist payroll account.

The following adjustments shall be made:

Office Assistant 10Hrs./ week @ \$5.00 per Hr. * 9 WKS.
Graphic Artist 20hrs./ week @ \$5.25 per Hr. * 10 WKS.

Office Assistant total budget for Fall semester = \$ 450.00
Graphic Artist total budget for Fall semester = \$ 1,050.00
Total Allocation = \$ 1,500.00

These funds shall be transferred from the from the North Miami Campus S.G.A. contingency account.

Additional funds may become available for the Spring semester. However, this depends on the state of enrollment and FTE's at the completion of the Fall semester. We will review this account for additional allocations at that time.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
File

M E M O R A N D U M

TO: JULIE BATES

FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR

SUBJECT: BUDGET EXPENDITURE TRAINING SESSION

DATE: SEPTEMBER 28, 1992

Please coordinate a time for a training session with Lillian Canizales regarding present budget expenditure procedures at your earliest mutual convenience.

The main purpose for this meeting is for Broward Campus personnel to become more familiar with the updated purchasing system. The meeting should be held at F.I.U. North Campus and you will be reimbursed for your travel expense.

One additional topic for discussion will be that of modifying the budget for your present office O.P.S. position.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
File



Florida International University

M E M O R A N D U M

TO: JIM KETZLE, UNIVERSITY COMPTROLLER
JUDY WEECH, PURCHASING DIRECTOR

FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR *RZ*

SUBJECT: EMERGENCY SIGNATURE AUTHORITY

DATE: AUGUST 4, 1992

This is to inform you that the North Miami Campus S.G.A. has authorized Helen Ellison to have emergency signature authority on our budget.

Present regulations require the signature of either the S.G.A. Comptroller or the S.G.A. President and the signature of the S.G.A. Advisor (Paul Franzese) on all purchase orders. We feel certain precautions should be taken in allowing for the S.G.A. advisors absence.

Therefore, Helen Ellison will have full authority to assist in S.G.A. transactions during the period of the S.G.A. advisors absence.

Please contact me regarding any questions that you may have.

CC. Lillian Canizales
Dr. Corenti
Helen Ellison
Barabara Lann
File

M E M O R A N D U M

TO: LILLIAN CANIZALES
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: TEMPORARY BUDGET ALLOCATIONS
DATE: JULY 8, 1992

This is to inform you about a motion passed at last nights S.G.A. meeting.

Whereas the S.G.A. does not have an official budget at this point, nor do we expect one for three more weeks, the council has decided to allow access to budgets based on the following criteria:

1. The North Miami Finance Committee shall determine which requests shall be funded;
2. Any organization requesting funds must have submitted a revised budget based on the most recent allocations;
3. The revised budget will have been approved by the North Miami Finance Committee;
4. No more then ten percent (10%) of the requesting groups' entire fiscal budget shall be released during this temporary time period.

Please contact me regarding any questions that you may have concerning these guidelines.

cc. File



Florida International University

M E M O R A N D U M

TO: PAUL FRANZESE, UNIVERSITY CENTER ACTING DIRECTOR
FROM: UNIVERSITY COUNCIL, NORTH MIAMI MEMBERS
SUBJECT: UNIVERSITY CENTER BUDGET
DATE: JUNE 23, 1992

The revised University Center budget allocation for the 1992 - 1993 fiscal year is now \$ 225,000.00. This new number is a result of our most recent and final University Council meeting.

Due to shortfalls in programming dollar allocations, several larger accounts were adjusted to provide additional organizations with funds.

Please submit your new budget to the North Campus University Council members by July 1, 1992 to receive these funds.

The University Center budget should not consider possible S.G.A. office construction as a budget item.

Please contact us regarding any questions that you may have.

cc. Lillian R. Canizales
File

North Miami Campus, North Miami, Florida 33181

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M E M O R A N D U M

TO: MARISA RODRIGUEZ, S.G.A. ACCOUNTANT

FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR

SUBJECT: CHANGE PURCHASE ORDER # 109573 AMOUNT/ OFFICE SECURITIES

DATE: JUNE 9, 1992

We are requesting that the dollar amount on purchase order number 109573 be changed to include the following items.

1. One (1) adhesive pad Stock No. 1416	@	\$ 40.00
2. Two (2) labor charges	@ \$10.00	<u>\$ 20.00</u>
	Total	<u>\$ 60.00</u>
		=====

These items are required for the proper and safe installation of our newly purchased computers. Additionally, Office Securities will not be able to complete this work until notified by the purchasing department of this change.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales
Office Securities
(File)



Florida International University

M E M O R A N D U M

TO: MARISA RODRIGUEZ, S.G.A. ACCOUNTANT
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: N.M.C. OFFICE RESERVE & CONTINGENCY ACCOUNTS
DATE: JUNE 9, 1992

This is to inform you that the North Miami Campus Finance Committee will preside over these two accounts. Any requests for these funds will be directed to and approved by the Finance Committee.

This memo is intended to prevent any future discrepancies concerning these monies.

Please contact me regarding any questions that you may have.

cc. Lillian R. Canizales

File



Florida International University

M E M O R A N D U M

TO: LILLIAN CONIZALES
FROM: RAYMOND E. ZOLLER, N.M.C. FINANCE CHAIR
SUBJECT: CANDIDATE LUNCHEONS
DATE: JUNE 2, 1992

This is to inform you that the North Miami Campus Student Government has approved an amount, not to exceed \$150.00, for luncheons to be provided for the four University Center Director applicants interviews.

We will follow up with Total Foods regarding the specifics of these luncheons.

Please contact me regarding any questions that you may have.



Florida International University

M E M O R A N D U M

TO: North Miami & Broward Finance Committee
FROM: Raymond E. Zoller, Finance Chair RZ
SUBJECT: Budget Requests
DATE: May 23, 1992

=====
Attached, please find the present budget requests summary for fiscal year 1992 - 1993 for North Miami and Broward campuses. Please be advised that additional requests may be added to this file prior to our next meeting.

Please review the full budget requests that may be found in the top drawer of the left filing cabinet in the "Finance Cubicle". You will find two identical copies for your review.

Your comments, thoughts and additional intellectual brainstorming ideas regarding our own S.G.A. budget will, hopefully, be warmly received at our meeting.

Our next meeting is scheduled for Thursday, May 28, 1992 at ^{1:00}~~3:30~~ p.m. in S.C. 363. Please be prompt. RZ

Thank you all for your cooperation on this matter.

cc: Elias Bardawil
Bill Growney
Michael Jakovich
Rachel Whitcomb

North Miami Campus, North Miami, Florida 33181

NORTH MIAMI & BROWARD BUDGET REQUEST
FOR
FISCAL YEAR 1992 - 1993

(as of 5/22/92)

ORGANIZATION	AMOUNT REQUESTED	91-92 ALLOCATION
1. Black Student L.C.**	\$ 10,000	
2. Broward Awareness	41,290	\$ 20,000
3. Campus Ministry	2,400	
4. Career Planing	3,810	
5. North Dade Rowing	1,000	
6. Photography Society**	10,000	
7. Production Center	14,614	
8. PHSAA	2,140	
9. S.H.A.P.E.	2,000	
10. S.O.C.	52,000	35,000
11. Student Counseling**	20,000	
12. S.P.C.	149,125	100,000
13. Wellness Center	10,125	
<hr/>		
14. Bay Vista Hall Council		4,000
15. Student Services		2,500
		<hr/>
	<hr/>	\$ 161,500
	\$318,504	
	- 40,000	
	<u>278,504</u>	
	=====	

** Most likely will be funded by University Wide funds.



Florida International University

M E M O R A N D U M

TO: North Miami & Broward Finance Committee
FROM: Raymond E. Zoller, Finance Chair
SUBJECT: Committee Meeting Time Change on 5/21/92
DATE: May 15, 1992

=====

Please be advised that our meeting time has been changed from 5:00 p.m. to 4:30 p.m.

I spoke with Michael Jakovich last evening regarding his availability for committee participation. Michael requested the time change in order to attend this meeting between his classes.

I am pleased to announce that all committee members will be able to attend this important budget meeting. We will discuss a more convenient time for future meetings on Thursday.

Thank you all for your cooperation on this matter.

cc: Elias Bardawil
Paul Franzese
Bill Growney
Michael Jakovich
Rachel Whitcomb

FILE

**TO THE NORTH MIAMI
UNIVERSITY COMMUNITY
YOUR
MONEY MONEY MONEY**

PLEASE READ THE FOLLOWING AND ACT/RESPOND

Initial SGA/SGC Budget Funding Proposals for fiscal year ending June 30, 1993 are now being accepted.

This will affect YOU during the: **Fall Semester 1992,
Spring Semester 1993 and
Summer Semester Term A 1993**

DUE: Must be received, in writing, by 5 p.m. on Thursday, May 21, 1992.

WHERE: North Miami Campus: SGA/SGC, Finance Committee, SC 363

HOW: Please stop by SC 363 from 9 a.m. to 5 p.m. for the complete budget request form.

All applicants will receive a three day advance notice regarding budget hearings.



Florida International University

TO: JAVIER MUNOZ, TELECOMMUNICATIONS
FROM: LILLIAN CANIZALES, ACCOUNTANT SGC, NMC
DATE: March 5th, 1993
SUBJ: Line #940-5681 Account #713050050

We are in receipt of your memorandum dated February 24th, 1993 where the credit of \$142.68 is acknowledge to this department. However, attached to the memo came the January billing where we are being billed for the above telephone number not in service in our department which we have been discussing over the past year to be remove from our billing.

To reiterate, 940-5681 is not in service in this department. Therefore, we are to receive credit of \$35.67 for the month of January and \$35.67 for February making it a total of \$71.34.

We hope this memorandum reaches you in time so as not to bill us for the month of March another \$35.67 for a non-existent line.

cc: Paul N. Franzese, Associate Director of Student Activities
Diana Marin, Accounting Cordinator, Controller's Office
Robert Capuano, SGC Comptroller

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: DIANA MARIN, ACCOUNTING COORDINATOR
FROM: LILLIAN CANIZALES, SGC ACCOUNTANT NMC
DATE: MARCH 4, 1993
SUBJ: CASH TRANSFER

=====

As per our meeting on March 3rd, the following cash transfers are needed in order to finalize budget transfers already approved. Attached documentation.

ACCOUNT #	Category	Increase	Decrease
712030000	Exp.	\$1,300.00	
713050750	Exp.		\$1,300.00

=====

ACCOUNT #	Category	Increase	Decrease
713050750	OPS		\$3,000.00
713050750	Exp.	\$3,000.00	

=====

ACCOUNT #	Category	Increase	Decrease
713050250	Exp.		\$2,000.00
713050750	Exp.	\$2,000.00	

=====

ACCOUNT #	Category	Increase	Decrease
713080050	Exp.		\$2,704.00
712020600	Exp.	\$2,704.00	

North Miami Campus, North Miami, Florida 33181



MEMORANDUM

To: Jerry Simon, Lab Manager, North Miami Computer Services
North Miami Computer Service

From: Sean Davis
Vice-President, SGA North Miami Campus

Date: March 2, 1993

Subject: Funding for Sunday Lab Hours

As per our conversation and proposal given to me, we the Student Government Council of the North Miami Campus accept your proposal.

However, as stated in our conversation we will accept this proposal on these certain specifications.

- 1.) Lab hours 10:00 a.m. - 6:00 p.m.
- 2.) Sunday hours will begin March 14, 1993 until April 25, 1993 (except Easter Sunday)
- 3.) Total Cost - Total Days * Cost/Day = \$48.00/day * 6 = \$288.00
(This amount will be transferred into account #625003000.)
- 4.) All supplies needed to run the lab in an efficient manner will be supplied by the North Miami Computer Lab Services.
- 5.) If an extraordinary situation occurs where the lab will not be open on a Sunday, those unused hours will be allocated to the remaining days.


I hope these terms do not impede our cause. Again, thank you for your assistance in this matter.

cc: Mehran Basiratmand, Assoc. Dir., North Miami Computer Services
Paul Franzese, Assoc. Director of Student Activities
Lillian Canizales, SGA Accountant
McKinley Williams, President, SGA North Miami Campus
Robert Capuano, Finance Chairman, SGA North Miami Campus

University Center
Division of Student Affairs
North Miami Campus, UC 124, North Miami, Florida 33181-3601
(305) 940-5800 • Suncom 439-5800 • FAX (305) 940-5638

MEMORANDUM

TO: Christine Wensel, Chairperson
Student Programming Committee, North Miami

FROM: Paul N. Franzese, Associate Director 
Student Activities, North Miami

DATE: March 2, 1993

SUBJECT: Transfer of Funds for Jewish Awareness Week

The Hillel organization has been making progress in finalizing the last details of the Jewish Awareness Week events for March 15-19, 1993. Please see the attached publicity materials and review them for corrections.

As discussed in the last SPC meeting, Jill Andich has confirmed and contracted the band Shajar to play on Tuesday, March 16, for a fee of \$800.00. She has also confirmed and contracted the speaker program, featuring Regina Newman, for a fee of \$300.00. Together, her OPS budget is at \$1,100, but Jewish Awareness Week was budgetted only \$700 in OPS and an additional \$800 in expense.

Overall, Jill will not be overspending the budget for the week, but we do require the approval of SPC for a budget transfer. It is far less complicated to transfer money from one program area OPS line to another, than to transfer from OPS to expense. I therefore request the approval of SPC to transfer \$300.00 of the remaining \$600.00 OPS balance from the Homecoming budget to Jewish Awareness Week OPS. As necessary, SPC could then request a transfer of \$300.00 from Jewish Awareness expense to a different expense need for the Spring semester.

Please have the SPC vote on this request at the earliest possible time. Thank you for your attention to this request.

cc Lillian Canizales
✓ Robert Capuano
file



Florida International University

MEMORANDUM

TO: FIU Budget Office

FROM: Paul N. Franzese, Associate Director *PNF*
Student Activities, North Miami Campus

DATE: March 2, 1993

SUBJECT: Budget Transfer

As per instructions from Mr. Whit Hollis, Director of the North Miami University Center, please transfer the amount of \$826.66 from Account #624450050 to Account # 045550050.

This transfer figure represents the expenditures inadvertently billed to the #045550050 account for expenses such as vicinity travel that were to have been billed elsewhere. The initial expense budget of the #045550050 account was \$1,517.00, and the current balance in the account is \$688.34. This transfer will bring the account back to its initial allocation.

A TAR has been processed against the #045550050 account for me to travel to the ACPA Convention in Kansas City on March 27-31, 1993. The total cost of the trip is \$1,056.84 and is to be billed to the #045550050 account as indicated on the TAR.

Thank you for your assistance with this request.

cc Whit Hollis
Cyl Levy
Lillian Canizales
✓ Robert Capuano
Blake Powell
file

North Miami Campus, North Miami, Florida 33181


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Florida International University
The State University of Florida at Miami

MEMORANDUM

TO: Sean Davis
Vice-President, SGA, North Miami Campus

FROM: Jerry Simon, Lab Manager, North Miami Computer Services
North Miami Computer Services 

DATE: February 23, 1993

SUBJECT: Sunday Hours

North Miami Computer Services is interested in providing additional hours for the remainder of the Spring '93 term to all FIU students.

We are proposing opening our ACI-293 student lab on the following Sundays starting March 14th thru April 25th with the only exception being April 11th which is Easter Sunday. The 8 hours of available time for student use would be from 9 AM until 5 PM for a total cost of \$350.00. Should the North Miami Student Government Council decide to fund this project, they should contact us immediately so that we can make the necessary arrangement to staff the facility and transfer \$350.00 to account # 625003000.

North Miami Computer Services, in turn, agrees to cover the cost of paper, toner, and ribbons.

cc: Mehran Basiratmand, Assoc. Dir., North Miami Computer Services

approved 



Florida International University

TO: Diana Marin, Accounting Coordinator

FROM: Lillian Canizales, SGC Accountant NMC *WLC*

SUBJECT: Cash Transfer

DATE: February 23rd, 1993

=====

Please transfer from Account #713050250, the sum of \$598.00 to Account # 712010200. This amount was already approved by Budget Transfer (Attached necessary documentation).

If you should have any questions regarding this matter please contact me at 940-5680.

cc: Marisa Rodriguez, SGC Sr. Accountant UP
Robert Capuano, SGC NMC Comptroller
Paul N. Franzese, Associate Director Student Activities NMC

North Miami Campus, North Miami, Florida 33181



Florida International University

TO: JEANNETTE MEDINA, CONTROLLER'S OFFICE
FROM: Lillian Canizales, SGC Accountant, NMC *llc*
DATE: February 12th, 1993
SUBJ: Check Cancellation

=====

Attached to this memo is check #L002143, V008545, PO#E207605. This check is a duplication of a previous request. The error started within our department and we apologize for the inconvenience.

If you need additional information do not hesitate to contact me at 940-5680

cc: Tametria Mitchell, Purchasing
Diana Marin, Accounting Coordinator
Robert Capuano, SGC Controller
Paul N. Franzese, Associate Director Student Activities

North Miami Campus, North Miami, Florida 33181

Equal Opportunity/Equal Access Employer and Institution



Florida International University

TO: TAMETRIA MITCHELL, Purchasing Agent
FROM: LILLIAN CANIZALES, SGC Accountant NMC *LAC*
DATE: February 4th, 1993
SUBJ: Purchase Orders cancellations

We are requesting the cancellation of PO#205536, JD Wagerer, NTE \$50.00;
PO#974757, STUMPS-ONE PARTY PLACE, NTE \$100.00.

Also, we received a Purchase Order for a requisition that was already done last year, it was for the Brain Bowl activity during Black History Month. That was already paid for from last fiscal year 91-92. How it came back to us with a new Purchase Order only your department can answer this question. In any event, REQ#207619 for Total Food Service Direction Inc. (no longer with us) must be cancel also. The account number, which is 715650750 on the requisition is no longer active since June 30th, 1992.

cc: Robert Capuano, SGC Comptroller NMC
Christine Wenzel, SPC Chairman
Paul N. Franzese, Associate Director Student Activities

North Miami Campus, North Miami, Florida 33181

Equal Opportunity/Equal Access Employer and Institution



Florida International University

TO: BLANCA PEREZ, INSTRUCTIONAL MEDIA
FROM: LILLIAN CANIZALES, SGC ACCOUNTANT NMC *WC*
DATE: FEBRUARY 4, 1993
SUB: REQUISITIONS REPLACEMENTS

=====
Attached you will find REQ.# 006851 to replace REQ#043436 and
REQ#043437 to replace REQ#052738 with the authorized signatures.


To recap, REQ#043436 and REQ#052738 are not to be processed.

We regret the inconvenience this has caused your department and we
thank you for your help. If we can be of further assistance do not
hesitate to contact me at 940-5680

cc: Lamar Connes, SGA Broward Awareness
Robert Capuano, SGC Comptroller NMC and Broward



Florida International University
MEMORANDUM

TO: AdFed
FROM: Don Cornish, SOC Chairman 
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

Workshops -----	\$270.00
Lectures -----	\$ 50.00
End of Semester Awards -----	\$350.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC

North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: Power Lifting Association
FROM: Don Cornish, SOC Chairman *[Signature]*
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

Power Lifting Contest -----	\$600.00
Speaker Series -----	\$300.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: Hotel Food & Travel Association
FROM: Don Cornish, SOC Chairman
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----\$100.00
End of Year Awards -----\$350.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: East West Association
FROM: Don Cornish, SOC Chairman
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----\$100.00

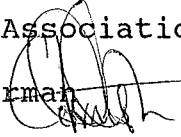
You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: West Indian Students Association
FROM: Don Cornish, SOC Chairman 
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----	\$ 50.00
Valentine Luv Shack -----	\$300.00
Speaker Series -----	\$300.00
Spring Culture Fest -----	\$300.00
T-Shirts -----	\$400.00
End of Year Awards -----	\$550.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

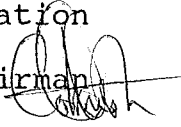
cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC

North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: Public Health Association
FROM: Don Cornish, SOC Chairman 
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

Annual Picnic -----\$150.00
Speakers Forum -----\$300.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC

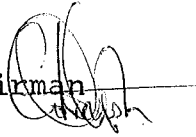
North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: SHAPE

FROM: Don Cornish, SOC Chairman 

DATE: January 20, 1993

RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

Health Exposition -----	\$150.00
Valentines Day Safe Sex Social -----	\$100.00
Environmental Awareness Program -----	\$150.00
Speaker Series -----	\$300.00


You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: Photography Society 
FROM: Don Cornish, SOC Chairman
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

Speaker Series -----\$250.00
Speaker Series -----\$250.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: International Relations Club
FROM: Don Cornish, SOC Chairman
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----	\$ 50.00
Conference -----	\$ 75.00
Debate -----	\$ 60.00
Speaker Series -----	\$120.00
Softball Tournament -----	\$100.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC


North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: Black Student Union

FROM: Don Cornish, SOC Chairman 

DATE: January 20, 1993

RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----	\$ 75.00
Conference -----	\$300.00
Dr.M.L.King Jr. Social -----	\$300.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: Pakistani Student Society
FROM: Don Cornish, SOC Chairman
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

Cricket Tournament	-----	\$150.00
General Office Supplies	-----	\$ 50.00
"Mixer"	-----	\$200.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC



Florida International University

MEMORANDUM

TO: American Marketing Association
FROM: Don Cornish, SOC Chairman
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----	\$ 75.00
Conference -----	\$405.00
Membership Drive Social -----	\$200.00
Speaker Series -----	\$300.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC

North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: Medical Professionals Association
FROM: Don Cornish, SOC Chairman *[Signature]*
DATE: January 20, 1993
RE: Budget Allocations

Best wishes to you in 1993. Your budget requests have been reviewed and granted as follows:

General Office Supplies -----	\$100.00
Speaker / Workshop -----	\$ 80.00

You are expected to use all allocated amounts. Please be careful to expend each allocation for the purpose(s) for which it was approved. If you have a pressing need to fund an unapproved event, a new request will have to be made to the SOC Chairman or Vice-Chairman. All requests must be made in writing with sufficient notice. SGA spending guidelines must be observed at all times. Copies are available in the Student Activities Office (UC 363).

cc: John Bartleman, Vice-Chairman SOC
Paul Franzese, Assoc. Dir. Student Activities
Lillian Canizales, Accountant SGC
Robert Capuano, Controller SGC

North Miami Campus, North Miami, Florida 33181



Florida International University

TO: CHRISTINE WENZEL, SPC CHAIRMAN
FROM: LILLIAN CANIZALES, SGC ACCOUNTANT NMC
DATE: JANUARY 14TH, 1993
SUB: BUDGET CATEGORY DEFICIT

Lill

=====

You have a \$50.00 deficit on your Performing Arts budget. Please make the necessary arrangements to correct this deficit and let me know by January 25th.

Your deficit is in the OPS budget category.

cc: Paul N. Franzese, Associate Director Student Activities
Robert Capuano, SGC Comptroller

North Miami Campus, North Miami, Florida 33181



Florida International University

TO: Diana Marin, Accounting Coordinator
FROM: Lillian Canizales, SGC NMC *LC*
DATE: December 14th, 1992
SUBJ: Deposits to incorrect account.

Attached please find the documentation to correct errors made in the depositing of ISL funds. As you can see we have been trying to correct this matter since August 20th, 1992, and as soon as Marisa Rodriguez brought it to my attention. Since these deposits still did not appear in the department's ledger, I personally went to speak to Nancy Stead so that we can receive proper credit in the future.

These deposits should be in account 713080050 which is the Special Projects Revenue for the Student Government at North Miami Campus.

Please notify us if there any questions or you need additional information. You may reach me at 940-5680.

cc: Paul N. Franzese, Associate Director Student Activities
Robert Capuano, SGC Comptroller NMC
Raymond Zoller, SGC President NMC
Marisa Rodriguez, SGC Accountant UP

North Miami Campus, North Miami, Florida 33181

MEMORANDUM

TO: SOC Registered Organizations & Clubs NMC
FROM: Don G. Cornish SOC Chairman
DATE: December 7, 1992
RE: Fall Accounts and Transactions

This is to remind you that the End of Semester is upon us and it is necessary to begin the process of closing out all Fall accounts. If you have any outstanding amounts in your accounts you are left with the following options:

- A. You may request by memorandum to SOC, that your funds be held for Spring events.
- B. Allow the unused balance to be returned to SOC's Main Account for general distribution.

Please submit any requests to SOC no later than Friday, December 11, 1992. Address any written requests to the SOC CHAIR or VICE CHAIR. Requests will only be honored in such cases where an organization has used a portion of their allocated amount, or can provide sufficient justification for transferral.

cc: John Bartelmann, Vice-Chairman SOC
North Campus

Lillian Canizales, Senior SGA Fiscal Assistant

Paul Franzese, Associate Director
Student Activities

Robert Capuano, SGC Finance Chair NMC



MEMORANDUM

TO: Lillian Canizales, SGA Accountant
FROM: Whit Hollis, University Center Director *Whit*
RE: ACU-I Regional Conference TAR#48775
DATE: December 1, 1992

This is to let you know that the TAR for my travel to the ACU-I Regional Conference should be adjusted to include the additional expense of taking my truck to the Conference. We had reserved a 15 passenger Van for the trip, but were given a 7 passenger instead. Eight of us attended the conference, so we needed to take another vehicle. Even with the additional expense of another vehicle we should be well below the amount authorized for this trip.

Thank you for your help and assistance.

cc: Ray Zoeller
Robert Capuano
Balke Edwards
Paul Franzese

University Center
Division of Student Affairs
North Miami Campus, UC 124, North Miami, Florida 33181-3601
(305) 940-5800 • Suncom 439-5800 • FAX (305) 940-5638

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FLORIDA INTERNATIONAL UNIVERSITY
NORTH MIAMI CAMPUS • NORTH MIAMI, FLORIDA 33181 •

TO: JEANNETTE MEDINA
FROM: LILLIAN CANIZALES
DATE: DECEMBER 1st, 1992
SUBJ: Check #120863/V004199

I have been advised by the Student Government Council that the above check must be returned for cancellation. The student was found to be ineligible according to rules and regulations of SGA.

Thank you for your prompt attention on this matter.

cc: Raymond Zoller, SGC President
Robert Capuano, SGC Comptroller
Paul Franzese, Associate Director Student Activities



FLORIDA INTERNATIONAL UNIVERSITY
NORTH MIAMI CAMPUS • NORTH MIAMI, FLORIDA 33181 •

MEMORANDUM

TO: Dr. John Bonanno, Asst. to the Vice President
Student Affairs

FROM: Paul N. Franzese, Assoc. Director *PMF*
Student Activities, North Miami Campus

DATE: November 24, 1992

SUBJECT: Position Upgrades

With the upcoming renovations to the Student Activities/ Student Government Office complex at the North Miami Campus and the increasing level of work load and responsibility that has been placed on the USPS personnel in this area, I request your approval and support to upgrade two positions in this department.

The time is right to review and expand the Student Activities Secretary position (#0470080). The renovation design for the office complex has allowed for the capturing of the central hallway area that will adjoin the current office with the old Child Care Center space. This allows our area to be properly served by one Secretarial position and the student assistant support this person would coordinate.

The position description for this Secretary needs to be rewritten to encompass the responsibilities of supporting Student Government operations now that the North Miami Campus has its own council. These new duties, along with the support responsibilities for Student Activities, Student Programming, Student Organizations, and Orientation at North Miami certainly requires and is consistent with the responsibilities of a Senior Secretary position.

The Secretary position upgrade needs to be addressed as soon as possible so that, if approved, the now vacant position can be posted at the new level.

The other position that I am requesting to be upgraded is the Student Government Senior Fiscal Assistant. Now that the Student Government accounts have been officially separated, this person has responsibility for working directly with University Park Purchasing and Comptroller Offices for policy enforcement, contract and expenditure processing and record keeping, and depositing of funds, travel forms, budget reports, and time cards. This position (#0472470) prepares all expenditure and contract forms for approval by myself and the SGC Finance Chair.

MEMORANDUM TO DR. BONANNO
UPGRADES - Page 2

With the responsibilities listed above, this position easily meets the state position description requirements of an Accountant position. These same duties are performed on a larger scale by a Senior Accountant level position at the University Park office.

Both of these positions are funded through A & S fees and are listed in the Student Government salaries line. The Student Government Council at North Miami had set aside funds dedicated for upgrading these positions and have officially endorsed these upgrades through the Finance Committee and at the last Council meeting.

Thank you for your attention to these requests. I ask that you share your recommendations with Dr. Correnti and notify me of your decision soon. Please feel free to call me at 940-5804 if you require any additional information.

cc Helen Ellison
Whit Hollis
Ray Zoller
✓ Robert Capuano



Florida International University

TO: Temetria Mitchell
FROM: Lillian Canizales, SGC NMC
DATE: November 19th, 1992
SUB: Purchase Order #T109573 Office Securities \$533.00

On the above purchase order only 2 anchor pads were complete for a total of \$248.00. As of today it is not feasible to finish all installations until the construction work of our offices is done.

Please close purchase order for remaining.

Thank you for your help.

cc: Robert Capuano, SGC Comptroller
Raymond Zoller, SGC President
Paul N. Franzese, Associate Director Student Activities



Florida International University

TO: Javier Munoz, Telecommunications
FROM: Lillian Canizales, Sr. Fiscal Asst. SGC NMC
DATE: November 11th, 1992
SUBJ: Account Billing Error #713050050

We recently are being audited by FIU Internal Auditing Department and it was noted that in conducting a check of our telephone lines that 940-5681 and 940-5682 are not in service in this department, nor has it ever been.

In April 1992 I called Telecommunications inquiring as to this situation and nothing was ever done.

The 940-5681 line rings at AC I #100 NMC Off Campus Credit Dept., and the 940-5682 rings but we do not get a response.

We will appreciate that you give this matter immediate attention and disconnect the above numbers and credit our account.

cc: Paul N. Franzese, Associate Director Student Activities
Raymond Zoller, Pres. SGC
Robert Capuano, SGC Comptroller

North Miami Campus, North Miami, Florida 33181



Florida International University

TO: Judy Weech, Purchasing Director
FROM: Lillian Canizales, Sr. Fiscal Assistant SGA NMC
DATE: November 10th, 1992
SUBJ: Contract for Hugh Moran

Hugh Moran, Standing Committee Chair for Academic Affairs, was underpaid on contract #011550. The correct compensation for this position is \$565.20. Please process the balance of \$188.40 as soon as possible.

Your prompt attention to this matter is greatly appreciated.

Thank You,

cc: Ray Zoller, SGC President NMC
Paul Franzese, Associate Director Student Activities
Robert Capuano, SGC NMC Comptroller
Hugh Moran



Florida International University

TO: Judy Weech, Purchasing Director
FROM: Lillian Canizales, Sr. Fiscal Assistant SGA NMC
DATE: November 10th, 1992
SUBJ: Contract for Jonathan Bergrab

Jonathan Bergrab, Standing Committee Chair for Student Services, was underpaid on contract #011542. The correct compensation for this position is \$565.20. Please process the balance of \$188.40 as soon as possible.

Your prompt attention to this matter is greatly appreciated.

Thank You

cc: Ray Zoller, SGC President NMC
Paul Franzese, Associate Director Student Activities
Robert Capuano, SGC Comptroller
Jonathan Bergrab



Florida International University

MEMORANDUM

TO: NMC Organizations & Clubs

FROM: Don Cornish SOC Chairman *DC*

DATE: November 9, 1992

RE: Budget Deadlines & etc

Budgets to SOC for Spring Events (93) must be submitted by Friday, November 20, 1992. Budget Request Forms are available in the Student Activities Office SC363. Budgets will be heard as follows:

Monday, November 23 3:30pm - 5pm
SC333

Tuesday, November 24 11am - 1pm
SC333

SOC is sponsoring a Food Drive on Thursday December 3, 1992. This event will take the form of a Basketball Competition. Each entry is to be accompanied by 10-15 non-perishable food items. Application forms will be available in the Student Activities Office by Friday, November 13, 1992. This event is open to the entire University community and includes:

1. A 3 on 3 Basketball Competition.
2. A Faculty/Staff vs Students Game.
3. A Three Point Shoot-out.

Your Participation is expected. The Food raised will be donated to the needy. Interested persons should contact the Student Activities Office for more information.

cc: John Bartlemann - Vice Chair

Robert Capuano - SGC Finance Chair.

Paul Franzese - Student Activities.

North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: Don Cornish, Chairperson of the Student Organization Committee

FROM: Richard Taylor, President of the Public Health Student and Alumni Association

DATE: November 6, 1992

RE: Transfer of funds from Public Health Forum to POWERLIFTING COMPETITION.

The Public Health Students and Alumni Association would like to request that the funds allocated to our organization for the Fall Forum Speaker Series (\$400.00) and the Annual Public Health Picnic (\$150.00) be transferred to another program that we are Co-sponsoring with the FIU Powerlifting Club. This program is called the FALL 1992 NORTH CAMPUS BENCH PRESS COMPETITION and will be held on November 17, 1992 at 12:30 in the UC Panther Square.

The money will be utilized for trophies, prizes and drinks. We will submit a formal request to Ms Canizales with a breakdown of the items we wish to purchase.

If you have any questions regarding our decision or the event, please contact me at 956-5307.

Thank you for your assistance in this matter.

cc: Paul Franzese
Associate Director, Student Activities

Lillian Canizales
Senior Fiscal Assistant, Student Government

Raymond Zoller
Controller, Student Government



Florida International University

MEMORANDUM

TO: Don Cornish, Chairperson of the Student Organization Committee

FROM: Richard Taylor, President of the Public Health Student and Alumni Association

DATE: November 6, 1992

RE: Allocation of funds

The Public Health Students and Alumni Association is requesting that the funds allocated to our club by the SOC for the Fall 1992 Semester be used for the FALL 1992 NORTH CAMPUS BENCH PRESS COMPETITION which is to be held on November 17, 1992 at 12:30 in the UC Panther Square.

The money was originally designated for a speaker series (\$400.00) and the annual picnic (\$150.00).

The money will be utilized for trophies, prizes and drinks. We will submit a formal request to Ms Canizales with a breakdown of the items we wish to purchase.

If you have any questions regarding our decision or the event, please contact me at 956-5307.

Thank you for your assistance in this matter.

cc: Paul Franzese
Associate Director, Student Activities

Lillian Canizales
Senior Fiscal Assistant, Student Government

Raymond Zoller
Controller, Student Government



Florida International University

M E M O R A N D U M

TO: Lillian Canazales, SGA Fiscal Assistant

FROM: Raymond E. Zoller, Acting President, NMC SGA *RZ*

SUBJECT: Emolument updating.

DATE: November 5, 1992

Due to our recent changes in executive board members, the following emoluments should be changed as noted. The emolument levels meet the requirements for these specific positions as outlined in the SGA constitution Article XIII sections A, B & C.

<u>NAME</u>	<u>NEW POSITION</u>	<u>EMOLUMENT LEVEL</u>
Robert Capuano	Finance Chair	200%
Hugh Moran	Vice President	200%
Ray Zoller	Acting President	300%
Bill Growney	Presidential Advisor	300%*

Additionally, as stated in Article XIII section C, standing committee chair persons shall receive 150% for their participation. The following people have held the position of standing committee chairperson since the beginning of the Fall semester. We will therefore have to up grade their pay level and reimburse them for the first underpayment made on October 25, 1992.

<u>NAME</u>	<u>CHAIR POSITION</u>	<u>EMOLUMENT LEVEL</u>
Jon Bergrab	Student Services	150%
Hugh Moran	Academic Affairs	150%**

* This appointment is only valid for the completion of the Fall semester 1992.

** Due to Hugh's new position as Vice President, his emolument level of 200% shall override all previous agreements as of 11/5/92. Therefore, he is to only be reimbursed the additional 50% for the first-half of the Fall semester.

North Miami Campus, North Miami, Florida 33181

EMOLUMENTS MEMO
PAGE TWO

I greatly appreciate your patience and professionalism in regard to processing all the additional paper work required for our smooth transition. Your assistance has only aided us in this process.

Please feel free to contact me at (305) 948-5860 regarding any questions you may have.

cc: Jon Bergrab
Robert Capuano
Paul Franzese
Bill Growney
Hugh Moran
File



Florida International University

TO: AMERICAN MARKETING ASSOCIATION
FROM: Lillian Canizales, SGC Sr. Fiscal Assistant, NMC
DATE: October 22nd, 1992
SUB: Improperly filled Expenditure Request Form

Attached your recently submitted Expenditure Request Form.

All Clubs must secure the signature of the President of the Club and its Advisor, at all times. No exceptions.

You must specify the Vendor and how much the compensation is going to be or you expect it to be. You must have the address of the Vendor and Fed. Id# unless it is a Vendor that we normally do business with.

If you are unsure as to how submit an Expenditure Request Form please contact me as soon as possible. I'll be glad to go over with you again.

Last year the American Marketing Association was the only Club consistently not following the guidelines set up by SOC and SGC. Again, I reiterate call me as soon as possible so that I can help you follow the guidelines and this way your request will meet with an expeditious response.

cc: Paul N. Franzese, Associate Director Student Activities
Raymond Zoller, SGC Comptroller
Don Cornish, SOC Chairman
John Bartleman, SOC Vice-Chair

EXPENDITURE REQUEST FORM

NAME MAGGIE ALMEDA COMMITTEE SOC DATE 10-22-92

(Please print)

SUB-COMMITTEE AMERICAN MARKETING ASSOC EVENT (specific program) GUEST SPEAKER

DESCRIPTION OF REQUEST:

PUBLIX OR CAFETERIA WHKH?

NAME OF PERFORMER/VENDOR _____ PHONE # _____
(Please print)

* ADDRESS _____
Street #/Apt. # _____ City _____ State _____ Zip _____

* COMPENSATION _____ SS/FED. TAX ID # _____
(amount of payment)

CHECK PAYABLE TO PUBLIX OR CAFETERIA Mail X Pick up _____
(Name/Please print)

ADDRESS _____
Street #/Apt. # _____ City _____ State _____ Zip _____

DATE, TIME & PLACE OF PERFORMANCE/EVENT NOVEMBER 12, 1992

SPECIAL EQUIPMENT NEEDS SLIDE PROJECTOR & A SCREEN

ADDITIONAL INFORMATION 2 TABLES SET UP IN THE BACK OF THE ROOM

SC 240

REQUEST FOR: (check as many as applicable)

A. Contract _____

- 1. Pre-payment (date of event) _____
- 2. Payment after services rendered _____
- 3. Deposit (Univ. Invoice) _____

B. Requisitions _____

- 1. Purchase Order (outside vendor) X
- 2. Emergency Purchase Order (outside vendor) _____
- 3. Inter-departmental transaction _____
- 4. Pre-payment (exact amount required) _____

C. Reimbursement (used ONLY as an emergency) _____

- 1. Reimbursement for expenses other than travel (over \$15.00) _____
- 2. Petty Cash (under \$15.00) _____

D. TAR (Travel Authorization Request) _____

- 1. Travel Advance _____
- 2. Registration fee pre-payment (Univ. Invoice) _____

*POD.
10/22/92*

FUNDING SOURCE(S): (Specify amount & account name and #)

- 1. SGA _____
- 2. _____
- 3. _____
- 4. _____

[Signature]
Authorized Signature
Committee/Organization Chairperson

Authorized Signature
Administration



Florida International University

TO: University Controller's Office
FROM: Lillian Canizales, SGC NMC *JCB*
DATE: October 15th, 1992
SUBJ: Change of name on Agreement for Services #9446

Lakhana Bornhor took over as acting Student Programming Chair after the former SPC - Chair, Ms. Philippa Wheeler resigned on August 13th, 1992. She served during the period stated on the Agreement for Services.

cc: Paul N. Franzese, Associate Director Student Activities
Raymond Zoller, SGC Controller
Christine Wenzel, SPC - Chair
Lakhana Bornhor

North Miami Campus, North Miami, Florida 33181

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Florida International University

MEMORANDUM

TO: Ray Zoller
Controller, Student Government

FROM: Paul N. Franzese, Assoc. Director *PNF*
Student Activities, North Miami Campus

DATE: October 12, 1992

SUBJECT: Student Assistant Interviews

Now that I have received notice that funds are approved for an OPS student assistant for the Student Activities/Student Government Office, I have begun the process of filling the position. I ask that if at all possible, you make yourself available this Friday, October 16, between 9:00 and 11:00 am for interviews with candidates.

Our office had the names of several students on file who were interested in working in the office. Joan has contacted those individuals and helped me prepare an announcement flyer which has been posted around campus to recruit other candidates. We have begun to schedule interviews every 15 minutes and have posted a schedule on my office door.

The position is for a 10 hour per week general office assistant at \$5.00 per hour beginning ASAP. The responsibilities include assisting with office coverage (information for people who call or walk-in - preferably near the lunch hour), posting information around campus and updating electronic signs, assisting with making and hanging banners and signs, assisting with processing of forms (particularly expenditure and purchasing forms), and running errands on campus.

Please let me know if you will be available to participate in the interviewing and selection process. It is important that the person we choose be capable and able to work in our diverse office. It would be helpful if they have office experience and are able to work with computers. Thank you for your interest.

cc Joan Kite
Lillian Canizales
Elias Bardawill
Bill Growney
Ray Zoller
Christine Wenzel
Don Cornish

North Miami Campus, North Miami, Florida 33181



Florida International University

MEMORANDUM

TO: Dr. Sydney Roslow, Advisor
American Marketing Association

FROM: Paul N. Franzese, Assoc. Director
Student Activities, North Miami Campus

DATE: October 12, 1992

SUBJECT: Budget Correction

Following our conversation earlier today, I have reviewed the American Marketing Association budget request with the voting officers of the Student Organizations Committee.

The original budget form does clearly include a request to fund a series of seven monthly speakers up to \$50.00 for refreshments and certificates on the budget summary page. Because the request was not listed on the program/event request page (Part D), it was simply not seen by the committee.

In keeping with the standard set for guest speaker programs of this nature, the SOC has approved three (3) of these monthly programs for the remainder of Fall term at \$50.00 per program. This budget correction will increase your Fall '92 budget by \$150.00. Your new total allocation is \$640.00. Requests for funds for Spring '93 will be reviewed later this semester.


We apologize for the oversight and hope that the forms being processed for your next program on October 15 can be processed in time to avoid complications.

cc Richardette Smith
Don Cornish
John Bartleman
Ray Zoller ✓
Lillian Canizales
File



Florida International University
MEMORANDUM

TO: Lilian Canizales SGA Sr. Fiscal Asssistant

FROM: Don Cornish SOC Chair 

DATE: October 7, 1992

SUBJECT: SOC Allocations Specifics

Please note that any allocation for a Speaker Series or Workshop has a consideration for food and an honorarium. The organization(s) to whom this may apply, will be allowed to determine the breakdown between the two things. Honorariums are not monetary items, but may consist of plaques, trophies or certificates. Monies requested for the aforementioned events must be used strictly for that purpose. Any subsequent ideas or interests must be stated in writing to SOC, with sufficient notice. As per Conference allocations, in lieu of SGA travel guidelines, please allow this item to include particular expenses such as Hotel, Food or Registration cost. Please inform me of any problems of interpretation which might arise. Thank you for your attention.

cc: Ray Zoller, SGA Controller
Paul Franzese, Student Activities
File

North Miami Campus, North Miami, Florida 33181



Florida International University

TO: PUBLIC HEALTH
FROM: Lillian Canizales, Sr. Fiscal Assistant SGC *HC*
DATE: October 6th, 1992
SUBJ: Club Registration

Please be advised that your Club must be registered before funds allocated are released. It is to your advantage to see Ms. Joan Kite for registration papers ASAP. Please update your registration!

cc: Paul N. Franzese, Associate Director Student Activities
Don Cornish, SOC Chair
Ray Zoller, SGC Controller

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: Javier Munoz, Accountant Voice Communications
FROM: Lillian Canizales, Sr. Fiscal Assistant, SGC NMC
DATE: October 6th, 1992
SUBJ: Fax 940-5771 Location UC #363 NMC

The above fax machine number should be billed to account #713050050

cc: Paul N. Franzese, Associate Director Student Activities
Raymond Zoller, SGC Controller
Rosa Maria Carcas, Department Secretary, Counseling Services
Tina Ruiz Calderon, Voice Communications

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: American Marketing Association
FROM: Lillian Canizales, SGC Sr. Fiscal Assistant NMC *LC*
DATE: October 6th, 1992
SUBJ: Club Registration and Request for funds procedures

Please be advised that all EXPENDITURE REQUEST FORM'S must be at my desk 3 weeks before event. It also must have Club advisor's signature and must follow budget guidelines.

Don Cornish, Chair of SOC has informed me that AMA has not properly registered, therefore no funds can be released until it does.

cc: Paul N. Franzese, Associate Director of Student Activities
Ray Zoller, SGC Controller
Don Cornish, SOC Chair

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: Lakhana Bornhor
FROM: Lillian Canizales, SR. Fiscal Assistant SGC
DATE: October 2nd, 1992
SUBJ: STIPEND

Please stop by my desk to finalize your Agreement For Services contract.

cc: Paul N. Franzese, Associate Director Student Activities
Ray Zoller, SGC Controller
Christine Wenzel, SPC Chair

North Miami Campus, North Miami, Florida 33181

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Florida International University

MEMORANDUM

TO: Greg Burdine-Coakley
Facilities Design

FROM: Paul N. Franzese, Assoc. Director *PNF*
Student Activities, North Miami Campus

DATE: October 1, 1992

SUBJECT: Office Renovations for UC 353 & 355

Pursuant to the memorandum of August 18, 1992, regarding proposed renovations to the University Center Rooms 353 & 355, Whit Hollis and I have met with the officers of the Student Government Council and are proposing a renovation project to expand and improve the office facilities for student activities, government and organizations at the North Miami Campus.

As a group, we have reached a consensus for specific needs to be addressed in the building program and are presenting this proposal to the other organizations affected for final approval. The Student Government Council does have an approved budget already set aside for renovations and furnishings.

I ask that you begin as soon as possible to prepare the architectural renderings, building plan and cost estimates to address our proposal. We are still hopeful that we can proceed with actual renovation shortly after the Child Care Center moves out of the UC 353 & 355 space.

The proposal is being presented with two possible programs to address our needs. The first involves altering the existing space in UC 353, 355, 361, 363, 365, and the adjoining hallway into one large office complex. If this concept cannot be accomplished within a reasonable budget, we propose to achieve the below stated goals within the existing separated spaces.

The building program involves five zones of office space that need to work in close proximity to each other and allow for a smooth and logical traffic flow. These zones include Student Government, Student Programming, Student Organizations, Support Staff/Reception, and Conference Room(s).

North Miami Campus, North Miami, Florida 33181

The specific needs and projected locations of these zones are detailed as follows:

ZONE #1: Student Government Needs (in UC 355)

- 1 private office for the Student Government President, no less than 10 x 14
- 3 private offices, no less than 10 x 10, one each for the Vice President, Finance Chairperson, and council chairs
- 1 congregating area for council members mail boxes and committee work

ZONE #2: Student Activities/Programming Needs (in UC 361 & 363)

- 1 private office for the Associate Director, no less than 10 x 14, existing office of UC 361A will suffice
- 1 private office for the Fiscal Assistant, no less than 10 x 10, existing office of UC 361B will suffice
- 1 private office for the Student Programming Committee, no less than 10 x 10 (perhaps in the rear of UC 363)
- 1 private office (preferred) or work station for the Graphic Artist, no less than 10 x 10
- 1 congregating area for committee members mail boxes and committee work

ZONE #3: Student Organizations Needs (in UC 365)

- 1 private office for the Student Organizations Chairperson, no less than 10 x 10, (perhaps in the rear of UC 365)
- 1 congregating area for student organization mail boxes and organization work

As many as possible individual club cubicles, incorporating existing stations with newly captured space to create stations no more than 6 x 4.

ZONE #4: Secretarial/Reception Needs (in UC 355 and hall)

- 1 large centrally located area at the main entrance for secretarial/reception work (to accommodate two work stations), a lounge area, and information distribution center (brochure racks, bulletin boards, etc.)

ZONE #5: Conference Needs (in UC 355 and hall)

- 1 centrally located and easily accessible conference room to accommodate up to 20 people
- 1 (optional) centrally located conference room to accommodate up to 10 people

In renovating the existing space in UC 361, some electrical work is required to give UC 361B an independent light switch. Some existing cubicles in UC 361-365 may need to be re-configured to allow for the private offices requested, and some lighting and air conditioning renovations may be necessary.

The committee recognizes that in utilizing the hallway area, there will be expenses for enclosure, reconstructing walls, lighting, air conditioning ducts and possible supplemental unit, flooring, and dropped ceilings. If these costs become exorbitant, we would consider the second alternative of redesigning existing space only.


The information you provide will need to be presented to our planning committee for final approval. It is hoped that we will be able to move quickly on this project and be ready to begin as soon as the Child Care Center relocates.

Thank you for your prompt attention to this request.

cc: Helen Ellison
Whit Hollis
Elias Bardawill
Bill Growney
✓ Ray Zoller
Don Cornish
Christine Wenzel
File



Florida International University

TO: Elias Wm. Bardawil, Pres. SGC 
FROM: Lillian Canizalez, Sr. Fiscal Assistant, SGC NMC
DATE: October 1st, 1992
SUBJ: TAR#55767

As of this day you have not submitted the Agenda for the FSA Student Body President's Retreat in Key West. A copy of the invoice for the car rental is also needed. These documents should be on my desk no later than October 5, 1992.

cc: Paul N. Franzese, Associate Director Student Activities
Ray Zoller, SGC Comptroller

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: Christine Wenzel, SPC Chairperson
FROM: Lillian Canizales, Sr. Fiscal Assistant, SGC NMC *LC*
DATE: 10/01/92
SUBJ: List of Members/telephone num.

Please provide us with a list of members of SPC and their respective telephone numbers.

cc: Ray Zoller, SGC Comptroller

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: Dorothy Flagler
FROM: Lillian Canizales SGC NMC
DATE: September 29th, 1992
SUBJ: SGC Government Travel Account #713050450

=====
All SGC travel from NMC should be on account 713050450. Inadvertently
TAR#55767 was charge to #713050350 which is a Contingency account.
Please correct.

cc Paul N. Franzese, Associate Director Student Activities
Ray Zoller, SGC Finance Chair

North Miami Campus, North Miami, Florida 33181

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Florida International University

TO: University Controller's Office
FROM: Lillian Canizales SGC/NMC
DATE: 9/21/92
SUBJ: Cancellation of TAR#55706 and \$45.00 return on TAR#55767

Please cancel the above TAR immediately. We have also advised the SGC President for the North Miami Campus, Elis Bardawill to return the airline ticket several times, to no avail.

Elias Bardawil owes the University \$45.00 for upgrading the make of the car rental allowed to him without permission. He has been advised on this matter several times. His excuse was that the car that he would have use "was too small".

The SGC Finance Chair has been made aware of this situation and a meeting will be held Wednesday, September 23rd, 1992 with the Student Government members to discuss this matter and resolve it.

cc Ray Zoller, SGC Finance Chair
Paul Franzese, Associate Director Student Activities
William Gowney, Vice-President SGC NMC

North Miami Campus, North Miami, Florida 33181

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WEDS [SIPK]

Florida International University

TO: HILDA RUIZ, University Controllers Office
 FROM: Lillian Canizales, SGC/NMC
 DATE: 9/14/92
 SUBJECT: Encumbrance for Equipment/Rental Telephone Bill

The total funds to be encumbered for the 92-93 Fiscal Year needs to be \$2103.50 for Account#713050050.

McLennan
 10:00 AM
 Computer Show

cc. Javier Munoz, Telecommunications
 Ray Zoller, SGC Comptroller

6 IBM w/ color monitor
 Network CARD +
 Need Server COMPUTER
 \$ 200-300 \$ 3,000

S.G.A.
 LASER PRINTER

W.P.
 QUATRO - LOTUS COMPATIBLE
 MAINTANA NO COST.

TONER + PAPER.

Supervision

North Miami Campus, North Miami, Florida 33181



Florida International University

TO: HILDA RUIZ, University Controllers Office
FROM: Lillian Canizales, SGC/NMC
DATE: 9/14/92
SUBJECT: Encumbrance for Equipment/Rental Telephone Bill

The total funds to be encumbered for the 92-93 Fiscal year needs to be
\$356.70 for Account #713050150.

2103.50 for acct # 713050050

pc. Javier Munoz, Telecommunications
Ray Zoller, SGC Comptroller

North Miami Campus, North Miami, Florida 33181

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MEMORANDUM

TO: Greg Burdine-Coakley
Facilities Design

FROM: Paul N. Franzese, Assoc. Director
Student Activities, North Miami Campus

DATE: August 18, 1992

SUBJECT: Office Renovations for UC 353 & 355

As we have discussed earlier, the upcoming relocation of the Child Care Center from the University Center presents an opportunity to expand and improve the office facilities for student activities, government and organizations at the North Miami Campus.

Now that I have returned from vacation, I have reviewed with Whit Hollis, the University Center Director, some ideas for that space that had been discussed with leaders of the NMC Student Government Council. Based on a loose general concensus and an approved budget for renovations and furnishings, I ask that you investigate the feasibility and cost of altering the existing space in UC 353, 355, 361, 363, 365, and the adjoining hallway to accomplish the following:

1. Create one large interactive office suite for the areas of student activities, government, programming, and organizations that is functional and professional, but not elaborate or wasteful, as detailed below.
2. Create or restructure two individual office spaces no less than 10' x 14' for the Associate Director of Student Activities and the Student Government President.
3. Create or restructure four standard individual office spaces (no less than 10' x 10') for the SGC Vice President, SGC Comptroller, SGC Fiscal Assistant (staff), and Student Programming Committee Chair.
4. Renovate and utilize as many of the existing cubicles in UC 363 & 365 for student organization space as possible.

Renovations in UC 353 & 355 - Continued

Page 2

5. Create a single large reception area for the suite with separate work stations for the Student Activities and Student Government Secretaries.
6. Create a common access conference room to accomodate up to 20 people.
7. Provide a common access work room area for student organizations and Student Government Council members.
8. Fix some minor electrical and asthetic problems with the existing cubicles and offices in UC 361-365 as we have discussed.

The information you provide will need to be presented to a planning committee consisting of student leaders of these groups and relevant members of the staff. It is hoped that we will be able to move quickly so that a final program and architectural plans can be produced prior to the move of the Child Care Center.

Thank you for your prompt attention to this request.

cc: Helen Ellison
Whit Hollis
Elias Bardawill
Bill Growney
Ray Zoller
Don Cornish
SCPC
File



Florida International University

MEMORANDUM

TO: Paul Franzese
Associate Director, Student Activities

FM: Pippa Wheeler
Student Programming Chairperson *P.W.*

DATE: August 13, 1992

RE: Immediate Resignation from SPC Chair

I regret sincerely that I must resign immediately from my position as chairperson for the Student Programming Committee. I have attained an internship and re-established my priorities. I must focus on my studies and work at the moment. I will do anything I can to ensure the transition moves as smoothly as possible. Lakhana Bornhor will serve as acting chair until new elections can be held.

cc Elias Bardawil, SGC President, NMC
Ray Zoller, SGC Finance Chairperson



Florida International University
The State University of Florida at Miami

Office of the Assistant Vice President

MEMORANDUM

To: Nancy Stead, Office of the Vice President, North Miami
From: Helen Ellison, Assistant Vice President *Helen*
Re: Allocation for EF Language Students
Date: July 9, 1992

Please make the following adjustment regarding the EF Language student fee transfers:

Health Programs (Health Fee)	\$1.52
A & S Fees	.98
Recreation, North Miami	.23
Aquatic Center(Pool)	.15

This change is made in accordance with the transfer of Recreation Sports and the Aquatic Center from the Health fee account to A & S fees. If you have questions, please advise.

cc: John Bonanno
Marion Gervin
✓ Ray Zoller

Division of Student Affairs
324A Library
North Miami Campus
North Miami, Florida 33181
(305) 940-5943

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Florida International University
M E M O R A N D U M

To: Judy Weech, Purchasing Director
From: Marisa Rodriguez, SGA Accountant *MR*
Subject: Contract for Raymond Zoller
Date: June 26, 1992

=====

Raymond Zoller, North Miami Finance Chairperson, was under-paid on contract #010423. The correct compensation for this position is \$702.15. Please process the balance of \$175.54 as soon as possible.

Your prompt attention to this matter is greatly appreciated.

Thank you.

pc: Larry Lunsford
Raymond Zoller



Florida International University

TO: Paul N. Franzese
FROM: Lillian R. Canizales *LC*
DATE: May 28th, 1992
RE: Annual Leave

As you must know this year has been a special year for our family as we watched our daughter go through all the activities of her senior H.S. year. It will culminate on June 11th with her graduation at Dade Christian School.

Of course, this has brought the attention of members of our family that are in different parts of the United States and the world. And yes! They are all coming.

I will take leave starting the 10th of June at 11:00 A.M. At 12 Noon I must be at the airport to see my oldest arrive, whom I have not seen in five years, the remaining days to be: June 11th, 12th, 15th, and 16th. I will be back at my desk on June 17th, 1992.

cc Joan Kite, Student Activities Secretary
Ray Zoeller, Finance Chair, SGC



MEMORANDUM

TO: McKinley Williams, SGC President
Sean Davis, SGC Vice President
Robert Capuano, SGC Comptroller

FROM: Whit Hollis, University Center Director *whit*

RE: A&P Employee

DATE: February 11, 1993

The University Center has an opportunity that I would like to explore with you. As you are aware, we are without an Evening Coordinator. This has been a very frustrating experience for the staff, but one we are coping with. I have interviewed several people with the idea of replacing this position, but as I look to the future, I am not sure that is the best way to go.

What I would like to propose is that this position be fully funded, instead of OPS, so that the person will have full benefits. This would enable us to hire someone who has chosen the Union field as their profession. It would also drastically cut down the time I would need to spend training a new person, time I do not have. I would look at starting the new person in July and using student staff in the interim.

We are beginning the process by which we will spend \$5.4 million dollars to expand and renovate this facility. This will have a tremendous impact on the daily lives of our community as well as change the way we will need to operate. We need to begin planning now for that change, not three years from now. Hiring a professional would be the beginning of that process.

I am asking now, before the regular budget process, because 90% of the Graduate Students who have been training for this as a profession, will be entering the job market this Spring with the expectation of getting jobs July or August. Most of these will be at my Annual Professional Conference the middle of March, giving me an opportunity to meet the candidates without additional expense to the University Center.

I would like to meet with the three of you at your earliest convenience to discuss the details. Thank you for your consideration.

University Center
Division of Student Affairs
North Miami Campus, UC 124, North Miami, Florida 33181-3601
(305) 940-5800 • Suncom 439-5800 • FAX (305) 940-5638

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published by APERTURE. He has worked as a cinematographer for 3 films by Mira Nair, So Far From India (1981), India Cabaret (1985) and the Cannes Film Festival award winner Salam Bombay (1989). He has recently been working in the Caribbean.

LEE FRIEDLANDER: Since 1963, when Friedlander, then a free-lance magazine photographer, received his first major exhibition at the George Eastman House, he has been one of America's most renowned and important artists. His work has been exhibited widely and is in the collections of major museums at home and abroad including, The Museum of Modern Art, N.Y.; Metropolitan Museum of Art, N.Y.; Bibliotheque Nationale, Paris and the San Francisco Museum of Art. He is the recipient of numerous grants and fellowships including three John Simon Guggenheim Memorial Fellowships, National Endowment for the Arts and the prestigious MacArthur Fellowship. He has published numerous monographs including Like a One Eyed Cat (1989), Portraits (1985), Flowers and Trees (1981), The American Monument (1976) and the classic Self Portrait: Photographs by Lee Friedlander.

\$2,000
approved

HELEN LEVITT: The photographs of Helen Levitt have been seen in many important publications, museum collections and exhibitions including one-person shows at the Museum of Modern Art, N.Y.; Corcoran Gallery of Art, Washington, D.C.; Boston Museum of Fine Art, Boston; Fotografiska Museet, Stockholm and the International Center for Photography, as well as the Jeffrey Fraenkel Gallery in San Francisco and Laurence Miller Gallery in New York. She is the recipient of three fellowships from the Guggenheim Memorial Foundation, she also has received grants from the National Endowment for the Arts, the Ford Foundation, and the New York State Council on the Arts. She has published two major monographs including the classic A Way of Seeing with an introduction by the legendary James Agee and In the Street.

\$2,500
ASAP

JOEL STERNFELD: Began to photograph soon after his graduation from Dartmouth College. His work has been extensively published and exhibited, most notably in Three Americans at the Museum of Modern Art, N.Y. in 1984. His awards include two Guggenheim fellowships and one from the National Endowment for the Arts. His work is included in many private and public collections including the Museum of Modern Art, N.Y. and the San Francisco Museum of Modern Art. He has taught at Stockton State College and Yale University, and is currently a member of the faculty at Sarah Lawrence College. His photographs have been featured in numerous publications including Sally Eauclaire's The New Color Photography (1981); New Color/New Work (1984) and American Independents (1987). In 1987 he published a monograph entitled American Prospects with an introduction by Andy Grundberg, art critic for The New York Times.

Barbara

on campus

off campus

940-5932

944-4116

AD FED



January 28, 1993

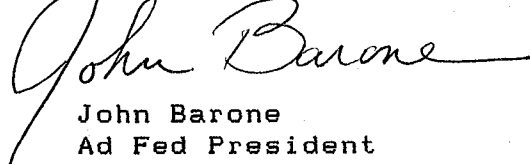
To Student Government:

Due to the limited allocation ability of the SOC, we at Ad Fed are in desperate need of funding. These funds would be used to allow us to compete in an AAF competition with the University of Florida, University of West Florida, Florida State University, University of South Florida, University of North Florida, as well as University of Miami.

The benefits of this event would be immeasurable to the students of F.I.U. and the University as a whole. Any help would be greatly appreciated.

Thank you for your consideration.

Sincerely,



John Barone
Ad Fed President

**FLORIDA INTERNATIONAL UNIVERSITY
BAY VISTA CAMPUS, NORTH MIAMI, FLORIDA 33181**

AWARD/END OF SEMESTER DINNER

Traditionally this dinner is to award outstanding members, initiate new board members and bid farewell to graduate members.

Food	\$250.00
Awards	\$100.00
total-	\$350.00

AAF District Competition, Tampa, FL (5 member team, 2 faculty)

TRAVEL (7 in state flights at \$120.00 each)	\$840.00
VICINITY TRAVEL (7*\$10 per)	\$70.00
LUNCH (7 at \$6 each)	\$42.00
total-	\$952.00

TOTAL REQUEST FOR SPRING 1993 \$ 1,747.00

** All workshops & lectures are open to all students who are interested in attending.

Robert

STUDENT PROGRAMMING COMMITTEE

The student programming committee is requesting \$5,000 for programming the spring semester 1993.

HOMECOMING \$2,000

Dance

DJ & lighting	\$500
decorations	\$200
food and beverage	\$600

\$1,300

Tailgate party (pep rally)

food and beverage	\$400
DJ	\$300

\$700

THURSDAY ON THE BAY \$2,000

(2) events held in the evening with DJ, decorations, food and beverage.

DJ	\$300
----	-------

Decorations	\$100
Food and beverage	\$600
	<hr/>
	\$1,000 (x2)

BAY JAMS \$1,000

(1) event held in the daytime
with DJ, and food and beverage.

DJ	\$300
Decorations	\$250
Food and beverage	\$450

\$1,000

TOTAL \$5000

*Allocation =
\$2,000*



Florida International University

MEMORANDUM

TO: Robert Capuano, Finance Chair
SGC North Miami

FROM: Paul N. Franzese, Associate Director
Student Activities, North Miami

DATE: January 20, 1993

SUBJECT: Office Assistants Budget Request

PNF

As you are aware, our previous officers were conservative in allocating funds to the Student Activities/Student Government Office and allotted the funds one semester at a time.

With the start of the Spring term, I hereby request funding for the three student assistant positions as detailed on the enclosed memorandum. The requested funds will carry our operation through the remainder of the fiscal year.

With the secretarial position still vacant and period of training to be expected, the need for the office assistant is greater than ever. I am therefore requesting 20 hours per week for this position instead of the 10 hours per week that was budgeted for Fall semester.

I suggest that these funds could be allocated from excess emolument dollars or special projects.

Thank you for your consideration and prompt attention to this request.



Florida International University

TO: PAUL N. FRANZESE, Associate Director Student Activities
FROM: Lillian Canizales, SGC Accountant, NMC *llc*
DATE: January 20th, 1993
SUBJ: OPS Payroll

=====

Please be advised that the payroll monies for the OPS staff will need an additional \$5,720.00 to cover the rest of the Fiscal Year.

Office Assistant	20 hrs. x \$5.00 x 22 weeks = \$2,200.00
Projectionists	10 hrs. x \$5.00 x 22 weeks = \$1,100.00
Graphic Artist	20 hrs. x \$5.50 x 22 weeks = \$2,420.00

After the pay period of January 22nd, 1993 there will be no monies on this account. Please correct this matter ASAP.

cc: Robert Capuano, SGC Comptroller NMC
Marisa Rodriguez, Sr. Accountant SGA UP

*Allocation
\$9000*



MEMO TO: Robert Capuano, Comptroller, S.G.A., N.M.
MEMO FROM: Nancy J. Ponn, ^{MP} Director, Children's Center
SUBJECT: Donation for Snow
DATE: 01/05/93

I wanted to touch base with you regarding the transfer of funds to cover the cost of the snow for the Children's Center Winter Festival.

Please transfer S.G.A.'s \$800.00 donation into the Center's #722200000 account.

The Winter Festival was a blast!

Thanks.

~~400~~ 400 UP
~~400~~ NMC



9,500
5,500
3,200
8,500

25,700

MEMORANDUM

TO: Ray Zoller, Acting SGC President, North Miami Campus
FROM: Whit Hollis, University Center Director *Whit*
RE: North Miami University Center Budget
DATE: December 7, 1992

\$27,000
Approved

I have been doing some recalculating, trying to come up with a Supplementary Budget that is as accurate as possible. In doing so I have been able to trim several thousand dollars off the original projections. Hopefully, the University Council will find this helpful in their deliberations.

- I. \$9,475 This is for the overhead charges we incur with the University. This amount may be deducted from the \$55,000 held for that purpose by the Student Government, but I believe it needs to be new money. This new amount is the actual amount paid by the University Center last fiscal year.
- II. \$ 10,000 Last year the University Center was told not to include benefits in it's personnel budget projections. This did not happen, but Social Security should have been included for the OPS positions. The request is for the FICA expense that was not budgeted. This is not for new programs, it is so existing programs and staff will not have to be cut. The actual amount is \$5,500. The remaining \$4,500 is to supplement the hiring of a student work crew. The actual cost of this will be around \$10,000 if the current amount of events are scheduled for next semester. The difference will be made up by charging the organizations the use the University Center a set-up fee and an after hours fee.

NEED

NEED 1/2

III. \$ 3,200

The In-State and Communications line item was budgeted at \$1,700. The real costs for this line are: \$4,000 - phone rental; \$600 - Long distance charges; \$300 - Instate travel.

NEED

IV. \$ 6,000

This is for cleaning supplies. We discovered that when the building is being cleaned, this is the extra cost to keep it that way.

NEED

V. \$ 3,500

The TV in our lounge is over 10 years old and no longer works. \$2,500 is for a new big screen TV and the additional \$1,000 is for a TV and VCR on a cart. Student groups are requesting this last item for their meetings and 4 times this year we have been unable to provide this because the AV equipment was being used by classes.

VI. \$15,000

It is essential that the University Center get a full time Accountant. We are working very hard to increase revenue producing activities which require a separate person to monitor. I currently have no one on my staff who can keep track-of the budget and expenses. This is also something that the Auditors want to see happen. This amount is for an OPS position for half a year. It includes half of a \$28,000 salary and the FICA that accompanies it.

\$10,400
6400

TOTAL \$47,175

\$13,800 part

142



Florida International University

The State University of Florida at Miami

North Miami Campus Library

Reader Services Department

Memorandum

TO: Robert Capuano

DATE: December 4, 1992

FROM: Miguel Menéndez 

SUBJECT: Allocation for AV LAN

We would like to request your assistance in increasing the accessibility of the Laserjet printer donated by Student Government. I have attached a list prepared by Dan Murphy of the needed hardware and software.

This configuration will allow for print spooling to the new printer. In addition, students will be able to access any software package from any terminal. We are asking for **\$1,238.37** for software and hardware. Please let know if you have any questions about this project. Thanks.

attachment

pc: Antonie B. Downs
Barbara Carroll
Dan Murphy

MEMO

Date: December 2, 1992
To: Miguel Menendez
From: Dan Murphy
Subject: LAN for Library Computer Center

=====

This is my recommendation for a Netware Lite system for the AV area. The purpose is to allow student access to any software package from any terminal and to allow for print spooling to the HP Laserjet printer provided by Student Government Association, North Miami Campus.

1 Novell Netware Lite Starter Kit,	
2 Nodes of Netware Lite Software,	
2 Novell Ethernet Adapter Cards,	
1 20ft. RG-58 Coaxial Cable,	
2 T-Connectors,	
1 Grounded Terminator Hardware Installation Guide	\$399.77
4 Netware Lite Add-On Kit	
1 Node of Netware Lite Software,	
1 Novell Ethernet Adapter Card,	
1 20ft. RG-58 Coaxial Cable,	
1 T-Connector,	
1 Hardware Installation Guide	each \$209.65
	Total \$836.60
	Total \$1,238.37

*Approved
9 Dec 1992
NMC Finance Committee*

Rachel



MEMO TO: Elias Bardawil, President, SGA North Campus
MEMO FROM: Nancy J. Ponn, Director, Children's Center
SUBJECT: Donation
DATE: 11/18/92

On behalf of the children, parents and staff I would like to request your support for our Winter Festivities.

Each year, the Parent Committee plans a special celebration for the children who attend both the North Miami and University Park Center. In addition to our children, we are extending an invitation to the children from RCMA Everglades Migrant Child Care Center who were badly affected by Andrew.

As in the past, the parents would like to offer the children a morning in the snow and hay ride. Thanks to S.G.A. over the past 5 years, they have been able to do this.

The cost of the snow and hay ride is \$800.00 and we would, once again, greatly appreciate S.G.A. helping cover the cost of this event. If possible, perhaps you and Zachary can split the cost, since both campuses are participating.

Please be so kind to get back to me, as soon as possible, so I can advise the parents and they can proceed with their plans.

Thanks for your consideration.

cc: Zachary Burton



Florida International University

Approved
for NMC
Finance
Committee
18 Nov 92

TO: Robert Capuano, Controller, SGA, NMC
FROM: Raymond E. Zoller, SGA NMC President RZ
SUBJECT: End of semester reception.
DATE: November 18, 1992

I would like to propose a semesters end reception for the North Miami Campus' SGA, as well as the administration and UP SGA members. The purpose of this gathering is to celebrate all the hard work provided by our members, advisors and administrators.

The proposed date for this event is Wednesday December 11, 1992 from 4:00 p.m. to 6:00 p.m. We are suggesting a BBQ format that will be held near the pool or in UC 333 in the event of rain.

I am requesting \$300.00 for this event to cover food and beverage as well as the appropriate invitations to administrative personnel. Additionally, I am requesting the formation of a sub-committee for additional support with this activity.

I would greatly appreciate any support you and the finance committee may provide with this endeavor.

Should you have any questions, please feel free to contact me at (305) 940 - 5680.


cc: File



Request Denied
by NMC Finance
Committee
RB

Florida International University

M E M O R A N D U M

To: Ray Zoller, North Miami Campus, SGA President
From: Mehran Basiratmand, North Miami Computer Services 
Subject: File Server
Date: November 6, 1992

=====

As per our conversation on November 4, 1992, I have made all necessary arrangements to move SGA's HP II Plus Laser Printer to the North Miami Library.

While we are on the topic of computers, I would like to bring to your attention our need to acquire a file server which will be housed in the School of Hospitality Management. North Miami Computer Services and the School of Hospitality Management have engaged in a joint venture project to introduce a new computer facility. The new site will reduce the load on our existing facility in the Academic One Building Room 293 which is already experiencing long waiting list.

We have been able to identify computers, printers and networking equipment. The only missing element is a file server which will house software packages. We have located a system at a very reasonable cost and would appreciate any assistance from the North Miami SGA.

The cost of this unit is \$1401.65. Should you decide to finance this project, a requisition for your signature is attached.

As always, we thank you for your efforts in enhancing student's facilities and funding win-win projects.

North Miami Campus, North Miami, Florida 33181



Florida International University

See Don

MEMORANDUM

TO: Raymond Zoller, SGC Finance Controller (NMC)

FROM: Don Cornish, Peer Advisor
Career Planning & Placement

DATE: October 22, 1992

RE: Business Etiquette Dinner.

The North Miami Career Planning and Placement Office is seeking to hold a Business Etiquette Dinner in Early Spring 1993. This Dinner will be open to FIU students, and is geared towards training future professionals in Table Manners and like skills. It is important that this office lead the way in facilitating the acquisition of these essential skills. Sixty (60) spaces will be made available and a \$5 deposit is required to reserve seats. Only students honoring their reservations will be refunded.

The expenses are as follows:

Dinner: \$13 per plate (60)	\$780.00
Presenter: Honorarium	\$100.00
Advertising & Tickets	\$50.00
Miscellaneous Expenses	\$100.00
TOTAL	\$1030.00

I request the support of your committee in the sponsorship of this event. Please let me know at your earliest convenience the degree to which you are able to sponsor this event. Thank you for your attention.

cc: Ann Marie Guthrie

North Miami Campus, North Miami, Florida 33181

To: Ray Zoller, Controller S.G.C.
From: Paula A. Delpech - Student, School of Nursing
Date: October 19, 1992
Re: FNSA 1992 Convention

The Florida Nursing Students Association convention is schedule for October 28-31. One of the highlights of the convention is the electing of officers. I am campaigning for the office of Regional Director, therefore I must attend the convention. I am asking that your office allocate funds to me in order to attend the convention. I am aware that the normal procedure for such funding takes 3 weeks, however I am requesting that this funding be considered an emergency situation.

I have attached a projected budget for the trip and the convention schedule.

If you have any questions concerning the convention please feel free to contact Mrs. Sandy Lobar at 940-5615 or I can be reach at 758-5615.

Thanking you in advance.

Sincerely:

A handwritten signature in cursive script that reads "Paula A. Delpech". The signature is written in dark ink and is enclosed within a hand-drawn oval.

Paula A. Delpech
Student, School of Nursing

PROJECTED BUDGET

<u>Items</u>	<u>COST</u>
Registration fee	\$ 5.00
Awards Banquet	\$ 17.00
Hotel @ 46.00 per night	\$ 184.00
Food @ 5.00 per meal x 12	\$ 60.00
Gas @ 1.30 per gal. x 26	\$ 33.80
Total	<hr/> \$ 299.80



FLORIDA NURSING STUDENTS ASSOCIATION

TENTATIVE 1992 CONVENTION SCHEDULE CELEBRATING THE FACES OF NURSING

Tuesday, October 27th

- 4:00-7:00 Exhibitor Set-up begins
- 7:00 Executive Board Meeting

Wednesday, October 28th

- 8:00-4:00 Registration
- 8:00-11:45 Exhibitor Set-up
- 8:30 Welcome Coffee for Exhibitors
- ~~10:30-11:30~~ ~~11:00-12:00~~ Opening Business Meeting
- ~~11:30~~ ~~12:00-2:30~~ Exhibit Hall Opens
- 12:30-1:15 Jeopardy Challenge Preliminary Consultants Meeting
- 2:30-3:30 Keynote Address
- ~~3:40-5:00~~ Exhibit Hall Opens
- 3:45-4:45 Focus Session
- 5:00-6:30 Helen Ann Dean Auction
- 7:00 Talent Show

Thursday, October 29th

- 7:30-8:15 Continental Breakfast
- 7:30-8:30 Consultants Breakfast
- 8:00-1:45 Registration
- 8:15-9:15 Focus Sessions
- 8:00-8:45 Jeopardy Challenge Preliminary 2 Business Meeting
- 9:00-11:00 Focus Sessions for One Day Students
- 10:00-11:00 General Sessions
- 11:15-12:15 Exhibit Hall Opens
- 12:20-4:00 Projects/Poster Set Up
- 12:30-1:15 Jeopardy Challenge Preliminary 3
- 1:45-2:45 Focus Sessions
- 3:00-4:00 Jeopardy Challenge Finals
- 4:10-5:30 Business Meeting
- 6:30-7:15 Candidate Presentations
- 7:15 Caucus with Candidates

Friday, October 30th

- 7:30-8:15 Continental Breakfast
- 7:45-8:30 Voting
- 8:40-9:30 Deans and Directors Breakfast
- 9:00-3:00 Blood Drive
- 10:00-11:00 General Sessions
- 12:00-2:00 Business Meeting
- 2:15-5:30 Exhibit Hall Opens
- 2:15-3:00 Fun Run
- 3:15-5:15 Amblyopia Screening Certification
- 6:30 Banquet Doors Open

Saturday, October 31st

- 10:00-12:30 First Board Meeting (Old and New)

Focus Topics

Kaplan NCLEX test taking strategies

Bone marrow transplant
Neonatal Cocaine abuse

Nurse Anesthesia
Intervention Project for Nurse

Minor illnesses & emergency

Indigent nurse care

Needle stick: How to avoid the hassle

Hands on emergency care

General Session

Exploring the faces of nursing
3 nurse practitioners
question/answer tm

October 12, 1992

Dear Sir:

The nursing class of December 1992 requests financial assistance for preparation of our Pinning ceremony. The Pinning ceremony is a ceremony that acknowledges the transition of the student nurse to that of graduate nurse. This ceremony is held during the Fall and Spring semesters.

Pinning is an important ceremony that reflects the university. Student's families, friends and representatives from various hospitals attend. The nursing class asks the SGA to please help to make the ceremony of this year to be the best one yet. It would be great to receive all of the finances but three fourths or a half would be sufficient and the rest could be donated from class members.

Thank you,

Jennifer James

Phone 948-3928

see attachment

September 28, 1992

The graduating nursing class of December 1992 requests the amount of \$500 for their pinning ceremony and reception. The budget is comprised of :

Stage flower arrangements	(2)	\$45
Table flower arrangements	(3)	\$30
Candles		\$7
Programs		\$25
Tablecloths	(2)	\$10
Plates, cups, napkins, forks		\$15
Drinks/ice		\$10
Sheet cakes	(3)	\$15
Finger sandwiches		\$50
Invitations		\$45
Miscellaneous		\$10
Stage trees		\$75
Total		<u>482</u>

— S.A.C. Gnophi actual?

Thank You,

Jennifer James
Jennifer James
Class President

PRODUCTION CENTERa division of Instructional Media
North Miami Campus • LIB 150**MEMO**

To: Ray Zoller

From: Jeanine Lussier

Re: Equipment order list

October 5, 1992

Ray, here is the final ordering list with the requisitions attached. Great news - once all the real bottom-line research was done into exactly what models and brands of equipment would be the most cost-effective, we were able to add in a VHS editing unit that will allow students to edit standard VHS tapes - even adding titles and audio tracks, etc. I imagine it will be quite a success, as this service is not provided anywhere else on campus, and off-campus houses charge hundreds of dollars per hour for even the simplest editing. I can not thank you enough for this opportunity to enhance our services. I think the package we have put together will greatly expand opportunities for the students for many years to come.

Thanks again,



P.S. We have even changed our name! We are now "The Center for Instructional Technology." I have left it Production Center on this memo so as not to throw you for a loop, but from now on when you hear "Instructional Technology" think of us!

Jeanine Lussier



05 057 0317

or enhancement of services:

- 3 Macintosh Classic Computers 4MG / 40 CPU
- 4 Apple Talk Connector Kits (to hook up the computers to the network)
- 1 Real Tech Laser Printer
with letter and legal paper trays
and 2mg additional memory to
handle complex graphics
- 1 extra toner cartridge for the
Laser Printer
- 2 1mg Simms cards to upgrade
one existing, older computer
with low memory problems.
- 1 PLI Infinity Removable 128 mg Drive
To store large files, stand as a server,
and make possible a system of storing additional
programs to allow more variety to
be immediately available.
- 1 21 mb Floptical Disk External Drive
Allows portable transportation of
large, complex graphic files and
serves a dual purpose of allowing
the use of high density disks on one
of our older computers which does
not read high density.
- 1 CD-ROM player.
Introduces a new media where images
and text can be downloaded into an individual's
files from CD-ROM libraries. Greatly enhances
the desktop publishing features of the Macintosh.

OFoto Scanning Software - This will allow students to utilize our scanner for input of images onto their documents, which was previously disallowed due to the lack of appropriate (user-friendly) software.

OnCueII - Software that makes it easier to launch programs for the total novice who walks in without ever having used the Mac.

Disk Express II - Software that helps us keep the operating system running smoothly, allowing for a more efficient utilization of hard disk space.



or expansion of services:

- 1 Macintosh Quadra 700 4MB CPU 230 Multimedia bundle. Package includes Quick Time, Adobe Premiere, Aldus Persuasion, and Supermac Video Spigot Card.
- 1 Applecolor 13" Hi-Res Monitor
- 1 Extended Keyboard
- 1 VRam Expansion Kit

These items serve as the backbone of the new interactive courseware development service.

- 1 Sony RME 700 Editing Controller
This is the VHS editor that will now allow students to edit videotapes and even put together their own video productions.

To make sure the file is complete, I am enclosing a copy of the original letter of request with this package, which explained the philosophy of our center, and provided the impetus for your grant. Also included is a copy of your letter of award. I have judiciously used a total of \$13,948.00. Thanks! I left a \$52.00 leeway for shipping charges, and further am requesting that purchasing re-inform us if any of the prices changed on the Apple state-contracts. The other vendors are firm on their prices.

PLEASE PROCESS ASAP - Due to the fact that the prices on the Macintoshes (including the Quadra) are promotional prices and will expire by Mid November. If that occurs, we will have to start from scratch and re-evaluate the list because as it stands we are within your allotment, but if we wait too long, we may go over and while I know you said it didn't matter if we went over by \$25 or \$50, I certainly don't want to go over by hundreds - because we don't have a budget to back it up!

Thanks again,

Jeanine

For enhancement of services:

- 3 Macintosh Classic Computers 4MG / 40 CPU
- 4 Apple Talk Connector Kits (to hook up the computers to the network)
- 1 Real Tech Laser Printer
with letter and legal paper trays
and 2mg additional memory to
handle complex graphics
- 1 extra toner cartridge for the
Laser Printer
- 2 1mg Simms cards to upgrade
one existing, older computer
with low memory problems.
- 1 PLI Infinity Removable 128 mg Drive
To store large files, stand as a server,
and make possible a system of storing additional
programs to allow more variety to
be immediately available.
- 1 21 mb Floptical Disk External Drive
Allows portable transportation of
large, complex graphic files and
serves a dual purpose of allowing
the use of high density disks on one
of our older computers which does
not read high density.
- 1 CD-ROM player.
Introduces a new media where images
and text can be downloaded into an individual's
files from CD-ROM libraries. Greatly enhances
the desktop publishing features of the Macintosh.

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Thanks again,

Florida International University Department Requisition

Check one only
 OCO
 EXPENSE
 OPS
 FCO
 S&T

DATE: 1/7/83
 FROM (INDIVIDUAL INITIATING): Lillian Gonzales
 DATE DELIVERY REQUIRED: 01/30/83
 TYPIST: Student Government 940-5680
 DELIVER TO RM./CAMPUS: DEPARTMENT NAME: PHONE: PURCHASE ORDER NUMBER:

AUTHORIZED SIGNATURE: *[Handwritten Signature]*

ITEM NO.	CENTRAL STORES NO./CAT. NO.	GIVE COMPLETE SPECIFICATIONS INCLUDING SIZE, COLOR, GRADE, CATALOG OR PART NUMBER, AND BRAND NAME (SPECIFY NOUN FIRST)	B/O	DEPT. NUMBER 4980 (9)	OBJECT CODE (6)	QUANTITY	UNIT MEAS.	UNIT PRICE	DISC %	EXTENDED TOTAL
		ID TRANSFER for cash deficit produce by shortagerin enrollment.		7130 508 50						\$15,000.00
		\$15,000.00 from 713050850 8,000.00 from 713050350		7130 503 50						\$ 8,000.00

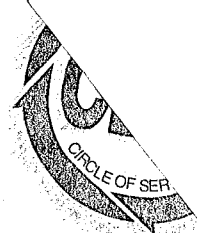
063184

DO NOT WRITE BELOW THIS LINE

REQ. NO. (6) BLANKET VENDOR (14) TERMS (2) F.O.B. (2) SHIP TO (2) REQ. DEL (6) (2) STANDARD (2) STATEMENTS (2)
 TYPE ACTION (1) BID/CONTRACT/QUOTE NO. (10) ATTN. (7) BUYER (1) DEL. LOCATION A/B REQ. DATE (6) JOB PRINT EMERGENCY P.O. # MEMO REL. # 62 6H

FILLED BY DATE CHECKED BY DATE CARTONS RECEIVED BY DATE

BENEFITTING ORG.	EO	CHARGE ORG.	EO	CHARGE OBJECT CODE	INVOICE	G	A/B	AMOUNT	BENEFITTING REV/OBJ. CODE

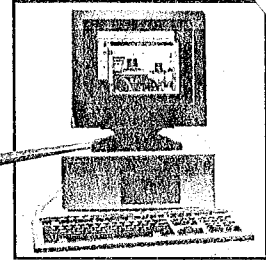
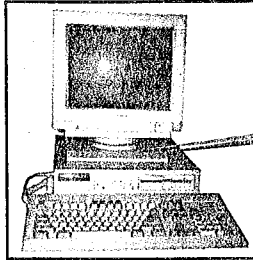


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- KEYTRONICS PS/2 Adapter **10.98** CDW 15768

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- SONY QD2120 **18.95** CDW 18052
- SONY QD60A **21.66** CDW 11622
- SONY QD6150 **23.16** CDW 11480
- 3M DC2000 **14.95** CDW 12015
- 3M DC2120 **20.95** CDW 11691
- 3M DC600A Tape Cartridge **23.53** CDW 10063
- 3M DC6150 Tape Cartridge **21.95** CDW 10053
- 3M DC6250 Tape Cartridge **26.95** CDW 11910

DISKETTES (BOX OF 10)

- DYSAN 720K Diskettes **\$7.89** CDW 19797
- DYSAN 1.44 MB Diskettes **16.43** CDW 19798
- DYSAN 1.2 MB Diskettes **11.35** CDW 19796
- SONY 720K Diskettes **8.11** CDW 13458
- SONY 1.44 MB Diskettes **15.32** CDW 16382
- SONY 1.2 MB Diskettes **10.05** CDW 12636
- MAXELL 1.44 MB Diskettes **16.86** CDW 16425
- MAXELL 1.2 MB Diskettes **10.51** CDW 16279

INK CARTRIDGES

- HEWLETT PACKARD PaintJet Black Cart **\$24.46** CDW 16688
- HEWLETT PACKARD PaintJet Color Cart **28.90** CDW 13115
- HEWLETT PACKARD DeskJet Cartridge **16.38** CDW 11923

HARD DISK CONTROLLERS

- ULTRASTOR 12F ESDI H/F Controller **\$158.65** CDW 17834
- SEAGATE ST11M MFM HD XT Controller **43.89** CDW 10834
- SEAGATE ST22M MFM H/F AT Controller **63.92** CDW 18350
- SEAGATE ST08 IDE H/F Controller **32.35** CDW 12315
- ADAPTEC 1542B SCSI Controller **255.06** CDW 18088

CABLES ADDITIONAL

LASER PRINTER ACCESSORIES

- HEWLETT PACKARD LaserJet III/III Toner **\$82.38** CDW 11444
- HEWLETT PACKARD IIP/IIIP Toner **65.40** CDW 16378
- HEWLETT PACKARD 3SI Toner **112.08** CDW 18980
- EPSON EPL 7000 Toner Cartridge **89.21** CDW 18038
- NEC LC 800 Series Toner **17.44** CDW 14793
- NEC LC 800 Series Optical Photo Conductor **112.03** CDW 10304
- OKIDATA Laser 400/800 **23.88** CDW 16117
- PANASONIC KXP 4450 **32.47** CDW 11039

CALL FOR OTHER LASER TONER CARTRIDGES

IOMEGA CARTRIDGES

- IOMEGA 20 MB Gold Cartridge **\$59.95** CDW 18255
- IOMEGA 44 MB Gold Cartridge **88.80** CDW 17672
- IOMEGA 90 MB Gold Cartridge **137.02** CDW 19965



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