

FORT HAYS STATE UNIVERSITY STATE ACCOUNT STUDENT GOVERNMENT ASSOCIATION

Policies:

SGA Allocations:

Student organizations are allocated SGA money for items approved on the organization's allocation request. This money is transferred to a restricted fee account and the name will start with "SGA" followed by the name of the organization.

- Organizations that overspend their SGA account without prior approval, will need to transfer funds from another account to cover the negative balance.
- Deposits are not allowed into these accounts except to cover negative balances.
- Meals and mileage may be reimbursed only to the traveler since those expenses are not reimbursed using receipts.
- For travel, each student should pay for his/her own expenses and be reimbursed on separate PRs.
- If a student can't pay for his/her own expenses, the sponsor may pay and be reimbursed for the students' lodging and receipt expenses (no meals). The Certification of Expenses form must be signed by each student.
- Imprest funds can be used by the sponsor to distribute funds for meals which cannot exceed meal allowance. The Imprest Distribution Form must be signed by each student.
- Only items that were approved on the allocation request and are allowed by the state may be purchased.
- State purchasing guidelines must be followed.
- The following may never be purchased with SGA Allocations:
 - Items for individual gain (Example: memberships, shirts for members only, etc)
 - Items for resale (Example: fundraisers)
 - Expenditures related to parties
 - Expenditures related to dances
 - Awards
 - Expenditures for individuals not enrolled at FHSU (this includes faculty/staff)
- Contact the Student Government Association treasurer at 5311 for questions regarding SGA Allocations.

SGA Appropriations:

Student organizations that were not awarded SGA Allocations for the current year may apply for SGA Appropriations. SGA approves the appropriations on a senate bill.

- SGA will submit the PR for SGA Appropriation expenditures.
- SGA Appropriations are not transferable to the organization's Activity Account.
- Contact the Student Government Association treasurer at 5311 for questions regarding SGA Appropriations.

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STATE ACCOUNT
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SGA Equipment Fund:

All student organizations may apply for SGA Equipment Fund monies. SGA approved the Equipment Fund monies on a senate bill.

- SGA will submit the PR for SGA Appropriation expenditures.
- SGA Equipment Fund monies are not transferable to the organization's Activity Account.
- Contact the Student Government Association treasurer at 5311 for questions regarding the SGA Equipment Fund.