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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SGA Equipment Fund:

All student organizations may apply for SGA Equipment Fund monies. SGA approves 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.

Recent Change to SGA-Allocated funds payment process

IFAS Purchases

Starting August 12, 2013 the IFAS workflow has been set up to include the SGA Treasurer as an approver for any purchase requisition submitted for payment with SGA-Allocated funds. This is automatic. The IFAS submitter does not need to forward the purchase requisition to the SGA Treasurer. Because the approval is in the IFAS workflow, the student organizations are not required to take the invoice/receipt related to the purchase requisition to the SGA office for approval. When the purchase order number is available; the number should be written on the bottom left corner of the invoice/receipt. The invoice/receipt should be put in the Business Office PO Invoice envelope and taken to the Business Office in Sheridan Hall Room 106.

University P-Card Purchases

SGA-Allocated purchases made with the University P-Card (not SFS Student Activity Credit Cards) will require the Log Sheet to be approved by the SGA Treasurer. Hand-carry the Log Sheet to the SGA office – do not send it through campus mail. The invoice/receipt does not need to be approved – only the Log Sheet.

Reminder: Student Fiscal Service Student Activity Credit Cards cannot be used to make a purchase from SGA-Allocated funds.