



SGA – STUDENT GOVERNMENT ASSOCIATION

PROCEDURES BETWEEN FSA AND SGA

The Faculty Student Association (FSA) collects the Student Activity Fees as an agent for the Student Government Association (SGA) and performs such in accordance with the policies and procedures set forth in the SGA Procedures below.

ADMINISTRATIVE PROCEDURES

1. SGA approved budget must be submitted to FSA within thirty days prior to the beginning of the fiscal year.
2. A list of SGA clubs and the budgeted amount awarded to each must be provided.
3. The SGA meeting minutes must be submitted to the FSA promptly.
4. The Assessment must be paid in equal payment bi-annual payments in September and February upon receipt of an invoice from the FSA.
5. A list of SGA authorized signatories must be submitted with their signatures at the beginning of each fiscal year.

CHECK PROCEDURES

1. SGA check request must abide by the travel, hotel and meals per diem rates found at <http://www.gsa.gov/portal/category/21287> and http://www.goer.ny.gov/Employee_Resources/Travel_Information.cfm
2. The SGA Check Request Form is submitted for payment and must include the following:
 - Signatures of the SGA President, Treasurer and Dean of Students
 - All original invoices and receipts must be attached along with a clear explanation.
 - The Payee ID #.
3. The check request is submitted to the FSA Accountant for review of supporting documentation and to confirm the budget availability and then given to the Treasurer of FSA or Designee for approval and signature and then returned to the FSA Accountant.
4. Upon approval the FSA Accountant issues the check
5. The check requires two signatures. It is first submitted to the Treasurer of FSA for signature and then signed by either the President of FSA or Secretary of the FSA.
6. When the checks are ready for distribution (following the instructions given by the check requesters,) an email is sent and the check is directly mailed to the appropriate party or notified that it is available for pick up.