

Student Government Association  
**Financial Process**

## **Introduction**

**This SGA Financial Tutorial will cover the following topics:**

- A. How to submit an Expense Authorization Form (EAF) online.
- B. The financial rules & regulations.
- C. The timeline for processing requests.
- D. What to do if your EAF is approved (next steps).
- E. How to submit a Requisition for payment.
- F. How to request additional club funding if you need more than your allocated budget.

If you have any questions about this Financial Tutorial or require additional information, please contact the Student Government Association at [FSCSGA@farmingdale.edu](mailto:FSCSGA@farmingdale.edu), you may also contact the SGA Accountant at [ciancida@farmingdale.edu](mailto:ciancida@farmingdale.edu), or the SGA Accounting Assistant at [jacobsrm@farmingdale.edu](mailto:jacobsrm@farmingdale.edu).

## **SGA Financial Bylaws are available for viewing on RamCentral :**

- A. No funds will be distributed from the SGA Expense Account or Trust & Agency Account, without approval prior to the requested expenditure.
- B. An Expense Authorization Form needs to be submitted at least 5 business days in advance to ensure you have approval for expenditure, event, or activity.
- C. *Requests for funds must be in line with the club/ organization mission or goal.*
- D. Expenditures exceeding \$5,000 require the approval & signature of the Vice President of Student Affairs. This may delay the approval process.
- E. No bake sales or fundraising is permitted.

## **Expense Authorization Form (EAF)**

### **Section I. All expenditures must begin with the online submission of an Expense Authorization Form.**

- A. EAF'S are located in the Student Government Association portal on RamCentral, under forms.
- B. Submitted EAF'S go through an approval process that can take up to 10 business days or more depending on the requested amount. Correctly preparing an EAF can speed up this process.
- C. A club will be notified when the approval process is complete. *Your OSA Program Advisor is never notified when an EAF is approved, it is the duty of the club / organization to inform their Program Advisor about the status of their submitted EAF. An*

approved EAF will indicate any other requirements necessary for the expenditure. Only after approval, is the expenditure permitted to take place. All purchasing will be done through your OSA Program Advisor.

- D. Please note, if an EAF is for a specific event or activity, that event or activity has to be approved by the Office of Student Activities, or at least requested through RamCentral & is pending approval.
- E. If a club/ organization's EAF is denied, they will be notified of the reason(s).

## **Section II. An Expense Authorization Form (EAF) can only be completed by a club / organization's President or Treasurer**

- A. The form will collect basic information such as club name, preparer's position, type of account being used (SGA Expense Account or Trust & Agency Account), & the club account number. (Club account numbers can also be found on Ramcentral)

- B. Specific details about the funds being requested:

### **1. Type of Transaction :**

- a. Check for Contract or Services payable to an outside party
- b. Online order (done through your Program Advisor's PEX card)
- c. Reimbursement to a club member

### **2. Amount :** This can be an estimate or range such as \$300 to \$350. Please note the *expenditure cannot exceed the maximum amount stated.*

- a. Food - limited to \$1000 for the year. Food must be provided by Aramark unless a waiver is created by Aramark for that specific event. Then an outside vendor may be considered.
- b. Prizes - limited to \$50 per item / gift card with a max of \$500 for the year. Note : *1 prize per person per item per event.* Prize receipt form must be completed and filed with OSA.
- c. Apparel & Promotion - limited to \$25 per person / item including tax & shipping with a max of \$2,000 for the year. Note : No customization other than club name / logo & FSC. Clubs can purchase items exceeding \$25 if excess is collected from club members & deposited into the FSC Trust & Agency Account established with Auxiliary Services Corp.
- d. Off Campus Trips - limited to \$600 per student & with a max of \$6,000 for the year. Funda can only cover transportation (train or charter bus), hotel & registration fees. No meals.

### **3. SGA funds may NOT be used for:**

- a. Paying currently enrolled FSC students for any goods or services.
- b. Fundraising, raffles, donations, items purchased for donation
- c. Personal gain items such stoles, cords, sashes, pins, rings, gifts, & awards.

**\*\* Make sure the amount requested on the EAF includes taxes, shipping / handling, possible fluctuation in pricing, etc. It is better to overestimate than underestimate, since you cannot spend more than the amount approved on the EAF. Additionally, any remaining funds are returned to the club / organizations budget.**

4. **Event Name :** For example ; Club Meeting, Guest Speaker, Promotional Material, Involvement Fair, Giveaways
5. **Vendor Name :** Who are you paying? A company? Amazon? Person who is being reimbursed? etc.
  - a. Note : Multiple supplies purchased online for the same event must be submitted separately if vendors are different.
6. **Vendor Address :** Can be a website, an address of person / vender on the check, or TBD (To Be Determined)
7. **Invoice Number :** If known or use N/A if not applicable at the moment.
8. **Description of item(s) or Service(s) requesting to be purchased :** Please state sufficient information. Lack of clear description creates questions that need to be discussed further & delays the approval process. A link is not a clear enough description of items. If a link is provided, please still provide an in depth description of the expenditure.

### **Section III. Information about Vendors :**

#### **A. All food on campus must be provided by Aramark.**

1. Once your EAF is approved, you will either meet with your Program Advisor or email them the order. Your OSA Program Advisor will submit the order to Aramark. *Student Organizations are not able to directly submit orders.* After the event has occurred, your Program Advisor will be emailed the invoice, & then they will submit the REQ on behalf of the Student Organization.
2. If Aramark notifies the Office of Student Activities that they are unable to provide food service for a specific event or activity, an outside vendor may be used. This new vendor will still need to go through an approval process with the Office of Student Activities. *A substitution is not automatically granted.*

#### **B. Unincorporated Vendors :** Such as LLC's & individuals operating a business will be required to prepare a W9 which can be accessed on [irs.gov](https://www.irs.gov) website. They can fill this out & email it to you.

#### **C. All contracts for Services :** Will be reviewed by your OSA Program Advisor, & must *only* be signed by the Student Government Association President Or Treasurer.

#### **D. Reimbursement :** The individual seeking reimbursement is the Vendor in this instance. The person seeking reimbursement must be the same person named on the purchase receipts. The person seeking reimbursement cannot submit the EAF.

## **Trust & Agency Accounts**

- A. T & A Accounts are set up by the individual club & maintained by the Auxiliary Services Corporation (ASC). The account is used for depositing funds that the club may have received from club members for dues, trips, ticketed events, or collections for apparel purchase exceeding the \$25 limit. Funds are deposited at ASC on the first floor of Horton Hall in room 115.
- B. In order to open an account, a contract needs to be completed, which can be requested by emailing [FSCSGA@farmingdale.edu](mailto:FSCSGA@farmingdale.edu) or contacting SGA Accountant at [ciancida@farmingdale.edu](mailto:ciancida@farmingdale.edu). In the email request, please indicate *the Club Name - Trust & Agency Account* in the subject line.
- C. To access deposited funds, the club must go through the financial process beginning with the completion of an EAF.

## **Section IV. Types of Transactions**

### **A. Online Orders & Purchases**

- 1. Online orders & purchases must be facilitated through your OSA Program Advisor. Once your EAF is approved, you can reach out to your Program Advisor by phone or email to schedule a meeting & discuss making the purchase.
- 2. Transactions can only be made by your Program Advisor with their SGA PEX Card.
- 3. After you have discussed the purchase, your Program Advisor will request that the approved funds be added to their PEX Card. This process can take up to 5 business days.
- 4. Your Program Advisor will work closely with you on completing the transaction based on the information that you provide. All orders & purchases have to be mailed to the College's address.
- 5. Please allow adequate time for this process since, EAF needs to be approved, PEX request needs to be approved, & an appointment / meeting / discussion with your Program Advisor needs to be arranged.

## **Section V. Check for Contract / Services**

- A. All contracts for services will be reviewed by your OSA Program Advisor, & ***must only*** be signed by the Student Government Association President or Treasurer. ***No club officer can sign & / or enter into a contract. If an individual enters into a contract they will be fully responsible for payment.***

## **Section VI. Reimbursements**

- A. An individual requesting to be reimbursed cannot be the same individual submitting the EAF. For example, if the treasurer is looking to be reimbursed, then the President must submit an EAF for the Treasurer's reimbursement, & vice-versa.

- B. Purchases (for reimbursement) can only take place after the club has been notified that the EAF was approved. NO reimbursements will be made for purchases that occurred prior to the approval date.
- C. The person seeking reimbursement must be the same individual whose name is on the purchase receipts. The purchaser must hold on to all cash & credit / debit card receipts. If a credit / debit card is used, the purchaser must use their own card. The name on the card must be the same name as the person seeking reimbursement.
- D. Once purchases are complete, the club's President or Treasurer will coordinate submitting a Requisition (REQ) for payment with their OSA Program Advisor.
- E. Please note again, all receipts must be submitted to the Program Advisor. In addition, the purchaser will need to submit a copy of the credit / debit card statement that shows the purchases & amount, along with the purchaser's name & last four digits of the account number to the check against receipts.
- F. When submitting a credit / debit card statement, *please block out the full account number & only show the last four digits of the account or card number.*

## **Section VII. Requisition (REQ)**

### **A. All Expenditures must end with the preparation of a Requisition**

1. Once an Expenditure takes place, it is the responsibility of the club / organization's President or Treasurer to provide receipts, a contract, an invoice, or backup documentation to be submitted with a (Cash Disbursement) Requisition, a REQ.
2. You need to reach out to your OSA Program Advisor to coordinate the submission of your REQ, which indicates the exact amount of your expenditure. If you submitted an estimate or range on the EAF, it has to be solidified by this point.
3. It is recommended that you keep track of your EAF submissions & approvals. This will help in expediting the submission of REQ to Auxiliary Services Corporation (ASC), who will cut the check, if required.
4. You can check the status of your EAF by going to your Account (photo icon / initials in the top right corner) & going to Submissions. Under "My Submissions", click on the Forms tab. You will also be able to see comments & instructions from the SGA Treasurer, SGA Accountant, SGA Accounting Assistant, Director of OSA, & your Program Advisor.
5. For your benefit, you can print an approved EAF or create your own club log that tracks the date, description, amount, vendor name, etc.
6. **Note :** That it can take up to 10 business days for a check to be cut since the REQ also needs to go through an approval process that will verify that the receipt / invoice / backup documentation required has been properly submitted. Once a REQ is approved, it is then submitted to the Auxiliary Services Corporation (ASC) for check preparation.

**I understand that :** Check preparation is a lengthy process that requires communication with my OSA Program Advisor & the timely submittal of forms & documents. It is the club / organizations President or Treasurer responsibility to plan accordingly & make an appointment with their OSA Program Advisor to complete a REQ, & turn in relevant receipts, invoices, & insurance documents.

**B. Purchase Orders are Available : Please contact SGA at [fscsga@farmingdale.edu](mailto:fscsga@farmingdale.edu) or your Program Advisor**

1. Please note that some vendors may require a *Purchase Order* before they will begin processing or making your order, prior to receiving payment. This provides the vendor with an assurance that they will receive payment & it provides the buyer with details of the items specifically ordered on an invoice or order confirmation.
2. *A Purchase Order is a Legally Binding contract.*

**Section VIII. Funding & Additional Funds**

- A. *Each returning club has been allocated \$5,000 for the full academic year. New clubs are allocated \$2,500.* However, there are additional funds available that can be requested.
- B. The *Request for Additional Funds* form can be found in the Student Government Association portal on RamCentral, under Forms. You will need to provide sufficient information pertaining to the expenditure / event / activity.
  1. The form should include all of the expenditures involved in the event / activity, itemizing the cost of each component. This will provide SGA with the complete funding requirement for that event / activity during the approval process.
  2. **For Example** - Your club wants to have a Guest Speaker, provide refreshments through Aramark, & hand out printed material for attendees. The form would have to indicate the cost of the Guest Speaker's fee, the cost of the refreshments, & the cost of printed material.
  3. This form will go through an approval process based on SGA Bylaws, funds available, & the amount requested.
  4. A club will be notified whether the request has been Approved / Denied.
  5. If Approved, the club may begin the financial process which begins with submitting an EAF. An EAF needs to be prepared for each component of the event. For example, a separate EAF for Guest Speaker's fee, another for Aramark services, & another to cover printing materials.
  6. *A club is not permitted to spend any money until an EAF has been approved.*