

# **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 a separate Expense Report.
- 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 and the person who paid the expenses.
- Imprest funds can be requested by the sponsor to distribute funds for meals which cannot exceed meal allowance. The Imprest Distribution Form must be signed by each student receiving funds. Any Imprest funds not distributed to a student will need to be deposited into the Imprest cost center.
- 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 not 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 or dances\*
  - Awards
  - Expenditures for individuals not enrolled at FHSU (this includes faculty/staff)
- \*Some exceptions may apply based on the authority of the Allocations Committee.
- 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.

- Please contact the Purchasing Office for SGA Appropriation expenses.
- SGA Appropriations are not deposited into the organization's Activity Account until expense receipts are presented.
- Contact the SGA 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 approves the Equipment Fund monies on a senate bill.

- Please contact the Purchasing Office for SGA Equipment expenses.
- SGA Equipment Fund monies are not deposited into the organization's Activity Account until expense receipts are presented.
- Contact the SGA treasurer at 5311 for questions regarding the SGA Equipment Fund.

The SGA Treasurer and Cost Center Manager are the approvers for any purchase submitted for payment with SGA-Allocated funds. The invoice/receipt related to the purchase requisition will need be attached to the payment prior to submitting.

**Reminder:** Student Fiscal Service Student Activity Credit Cards cannot be used to make a purchase from SGA-Allocated funds. Contact the Purchasing Office at 4250 or 4363 to use a University P-Card.