

TREASURER TRANSFER CHECKLIST

In an effort to ease the transition between officers in organizations that are receiving SGA supplemental funding, we have created a treasurer transfer checklist. We hope that it assists your transition. If the incoming officer would like to schedule a meeting to discuss funding for your organization, please contact Teresa Davis at 742-3631 or teresa.y.davis@ttu.edu. *You may keep this form within your organization. A copy does not need to be submitted to SGA.*

Organization Name	Date
Outgoing Treasurer	Organization Mail Stop
Incoming Treasurer	
Organization Advisor	Phone #

- Meet with Advisor
- Transfer Organizational Account Information
- Fiscal Year 2020 SGA Budget Allocation Amount
 - o To utilize org must be currently registered and in good standing for risk management & SGA funding training
 - Deadlines to complete the three requirements are:
 - October 31, 2019 or forfeit 1/3 of allocated funding
 - December 6, 2019 or forfeit an additional 1/3 of allocated funding
 - February 28, 2020 or forfeit the remaining 1/3 of allocated funding
- Registration and Risk Management are coordinated through the Center for Campus Life (2nd floor of the SUB)**
- SGA Funding is coordinated through Student Government (3rd floor of the SUB)**
- Fiscal Year 2019 Total Expenditures
- Update “Administrator” and “Officer” categories in OrgSync (instructions to do this are on the SGA website)
- Reimbursement/Payment Request Deadlines
 - o Fall Deadline December 5, 2019
 - o Spring Deadline: May 8, 2020
 - o Summer (Final) Deadline, August 7, 2020

All reimbursement/payment requests must be turned in by the stated deadlines. There will be no exceptions.

- Transfer all receipts for organizational expenditures
- FY20 Funding Application Process (**three steps:** Application, Funding Contract, Sign up for Interview) - Submitted via TechConnect)
 - o **Follow the Step-by-Step Instructions provided on the Funding Overview & Funding Process pages of the SGA Website to guide you through this process**
 - o Budget Application & Funding Contract Due **without penalty** – December 5, 2019 by 5:00 p.m.
 - o Budget Application & Funding Contract Final Deadline (**with 20% penalty**) – January 17, 2020 by 5:00 p.m.
 - Check status of funding application process by viewing the “Funding Application Process Tracking” spreadsheet on the Funding Process page of the SGA Website
(<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingProcess.php>)
 - **NO APPLICATIONS/FUNDING CONTRACTS WILL BE ACCEPTED AFTER THIS DATE**
 - o Funding Interview Sign up Deadline **without penalty** – January 20, 2020 by 5:00 p.m.
 - o Funding Interview Sign up Final Deadline (**with 20% penalty**) – January 27, 2020
 - **NO ORGANIZATION MAY SIGN UP AFTER THIS DATE**
 - o Funding Interviews will be held January 28, 2020 through February 7, 2020
 - *Check in with SGA (SUB room 302)*
 - confirm scheduled interview by viewing the “Funding Interview Schedule” spreadsheet on the Funding Process page of the SGA Website
(<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingProcess.php>)
 - o After the 3rd/final Reading of the Bill of Appropriations, it will be uploaded on the SGA website
(<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/OrgAllocationHistory.php>) (under FY21) – April 2019

Outgoing Treasurer Signature

Incoming Treasurer Signature