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.

<table>
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<tr>
<th>Organization Name</th>
<th>Date</th>
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<tr>
<th>Outgoing Treasurer</th>
<th>Organization Mail Stop</th>
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<tr>
<th>Incoming Treasurer</th>
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<tr>
<th>Organization Advisor</th>
<th>Phone #</th>
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☐ Meet with Advisor
☐ Transfer Organizational Account Information
☐ Fiscal Year 2020 SGA Budget Allocation Amount
  ☐ 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
  ☐ Fall Deadline December 5, 2019
  ☐ Spring Deadline: May 8, 2020
  ☐ 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
  ☐ Follow the Step-by-Step Instructions provided on the Funding Overview & Funding Process pages of the SGA Website to guide you through this process
  ☐ Budget Application & Funding Contract Due without penalty – December 5, 2019 by 5:00 p.m.
  ☐ 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
  ☐ Funding Interview Sign up Deadline without penalty – January 20, 2020 by 5:00 p.m.
  ☐ Funding Interview Sign up Final Deadline (with 20% penalty) – January 27, 2020
    ☐ NO ORGANIZATION MAY SIGN UP AFTER THIS DATE
  ☐ 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)
  ☐ 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