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 Katherine Taylor at 742-3631 or katherine.r.taylor@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 2016 Budget Allocation Amount

☐ Fiscal Year 2016 Total Expenditures

☐ Update “Administrator” and “Officer” categories in OrgSync (instructions to do this are on the SGA website)

☐ Reimbursement Request Deadlines
   ○ Fall Deadline December 2, 2015
   ○ Spring Deadline: May 10, 2016
   ○ Summer (Final) Deadline, August 10, 2016

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

☐ Transfer all receipts for organizational expenditures

☐ FY17 Funding Application Process
   ○ Budget application (submitted via OrgSync) – January 29, 2016
   ○ Funding Interview Sign up deadline – January 29, 2016
   ○ Funding Interviews will be held in February 2016
   ○ Budget applications will be “approved” in OrgSync within one (1) month after the 3rd/final reading of the Bill of Appropriations at the Senate meeting – April/May 2016

☐ Registration and Risk Management is coordinated through the Center for Campus Life (2nd floor of the SUB)
☐ SGA Funding is coordinated through Student Government (3rd floor of the SUB)

___________________________________   ____________________________________
Outgoing Treasurer Signature     Incoming Treasurer Signature