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.

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<tr>
<th>Organization Name</th>
<th>Date</th>
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<th>Outgoing Treasurer</th>
<th>Organization Mail Stop</th>
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<th>Incoming Treasurer</th>
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<th>Organization Advisor</th>
<th>Phone #</th>
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- Meet with Advisor
- Transfer Organizational Account Information
- Fiscal Year 2017 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, 2016 or forfeit 1/3 of allocated funding
    - December 7, 2016 or forfeit an additional 1/3 of allocated funding
    - February 28, 2017 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 2017 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 6, 2016
  - Spring Deadline: May 9, 2017
  - Summer (Final) Deadline, August 10, 2017
  All reimbursement/payment requests must be turned in by the stated deadlines. There will be no exceptions.
- Transfer all receipts for organizational expenditures
- FY18 Funding Application Process
  - Funding Request Process Begins September 12, 2016 at 8:00 a.m.
  - Budget Application & Funding Contract Due (without penalty) - December 23, 2016 at 5:00 p.m.
  - Budget Application & Funding Contract Due (with 20% penalty) - January 23, 2017 at 5:00 p.m.
    *****NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE*****
  - Funding Interview Sign up Deadline - (without penalty) - January 23, 2017 at 5:00 p.m.
  - Funding Interview Sign up Deadline - (with 20% penalty) - January 27, 2017 at 5:00 p.m.
    *****NO ORGANIZATION MAY SIGN UP AFTER THIS DATE*****
  - Attend Funding Interview (January 30 - February 10, 2017) - your assigned date/time
  - 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 – March/April 2017

Outgoing Treasurer Signature ___________________  Incoming Treasurer Signature ___________________