

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 2025 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 21, 2024 or forfeit 1/3 of allocated funding
 - November 11, 2024 or forfeit the remaining 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 2024 Total Expenditures
 - ☐ Reimbursement/Payment Request Deadlines
 - Summer (Final) Deadline, August 1, 2024
- All reimbursement/payment requests must be turned in by the stated deadlines. There will be no exceptions.*
- ☐ Transfer all receipts for organizational expenditures
 - ☐ FY26 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** – October 31, 2024 by 5:00 p.m.
 - Budget Application & Funding Contract Final Deadline (**with 20% penalty**) – November 31, 2024 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** – December 2, 2024 by 5:00 p.m.
 - Funding Interview Sign up Final Deadline (**with 20% penalty**) – January 13, 2025
 - **NO ORGANIZATION MAY SIGN UP AFTER THIS DATE**
 - Funding Interviews will be held January 20, 2025 through January 31, 2025
 - *Check in with SGA (SUB room 302)*
 - 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 FY25) – August 2024

Outgoing Treasurer Signature

Incoming Treasurer Signature