

# Student Government Budget Policies and Purchasing Procedures

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## Introduction

### *Who should read this manual?*

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Student Government (SG) and Student Organizations with an SG budget allocation and any student requesting Student Senate Overflow funds.

### *What is the purpose of this manual?*

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The information will guide you through the process of spending and obtaining funds from SG.

### *Why read this manual?*

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A short quiz regarding the SG Budget Policies and Purchasing Procedures must be successfully completed, with a minimum score of 80%, prior to submitting a purchase request for SG allocated funds or requesting funds from the Student Senate. The Student Body Treasurer will only accept documents signed by individuals who have successfully completed the quiz.

## Funding Sources for Student Organizations

An organization's operating budget may be funded by two separate funding sources:

- **Fund 2:** Budget allocation from SG.
- **Fund 6:** Money generated through fundraisers, donations, or dues.

## Guidelines for Spending the Fund 2 Budget

The fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

Purchases are for the current fiscal year.

Items must be stored on campus.

The college is tax exempt; do not include sales tax.

Unspent Fund 2 money does not "carry-over" to the next fiscal year.

### *Frequent Fund 2 purchases:*

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- Food and beverages for meetings or events
- T-shirts or polo shirts
- Promotional items
- Guest speakers
- Workshops
- Travel for conferences or competitions

### *Prohibited Fund 2 purchases:*

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- Alcohol, tobacco, or drugs
- Fundraising materials or supplies
- Donations

## Event Registration

Register the organization's event on eConnect. This is required for all events.

Submit the form at least **15 business days** before the event.

- The 15 business days should not include the day the form is submitted or the day of the event.
  - A “business day” is defined as a day the college is open for business, Monday – Friday, 8:00am – 4:30pm.

Purchases associated with the event are not approved via the eConnect.

If the event is after typical business hours, there may be charges for: insurance maintenance, security and/or custodial services.

### *Where do I find the eConnect Event Registration?*

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1. Sign into eConnect using your SF College ID and password.
2. Select the organization's eConnect page.
3. Click the “Events” tab.
4. Select the “Create Event” Button.
5. Complete the “Create Event” form.

## Purchase Requisition Form

A Purchase Requisition form is needed for all purchase requests except those that are specifically for imprinted items or for travel.

The form for imprinted items is located and discussed in the section titled, “Fund 2 Imprinted Items Purchase Request Form.”

### *Where do I find the Purchase Requisition form?*

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The Purchase Requisition form can be found on page 21.

### *Purchase Requisition Quotes*

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#### **What is a purchase requisition quote?**

All purchase requests, excluding petty cash reimbursements, must include a quote from the vendor.

- A quote from the vendor is a written contract from the vendor that guarantees the price and ensures the Purchase Order price will match the final invoice.
- A quote may be a formal written document provided by the vendor or an informal quote via email from the vendor.
- A quote created by someone other than the vendor is not acceptable.

#### **What to include in a quote?**

Vendor Information:

- Name and address of vendor
- Name of contact person
- Phone number
- Email address

Order Details:

- Product description and product numbers (if any)
- Quantity
- Price per item and total cost
- Shipping fees (if any)
- Additional costs (if any)

## *How do I complete the Purchase Requisition form?*

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1. **Reason for Request:** Explain the purpose of the purchase.
2. **Vendor Information (name, phone number, email, and address):** Information about the vendor chosen.
3. **Delivery Information:** How the items will arrive on campus.
4. **Organization Information (organization name, officer name, officer email):** An organization's contact information. The person listed on the form is responsible for responding to emails from the Student Body Treasurer and the Student Life Business Office staff. Contact may be made if there are questions about the request or additional information is needed.
5. **Event Information:** Identifies if the purchase is for an event; if yes, provide details about the event.
6. **Petty Cash Reimbursement:** Identifies if the purchase will use Petty Cash Reimbursement.
7. **Description of Product:** Detailed description of requested items.
8. **Quantity:** Number of each requested items.
9. **Unit Cost:** Cost of a single item.
10. **Total Cost:** The quantity multiplied by the unit cost.
11. **Grand Total:** The final amount of all requested items.
12. **Signatures:** Must be signed by an officer and advisor.
13. **Quote:** Attach a quote from the vendor for the requested items.

## *Where do I submit the Purchase Requisition form?*

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Submit the completed form to the front desk of the S-Building lobby.

An incomplete form will be returned to the requestor via email.

Submit the form at least **15 business days** before the funds are needed.

A form submitted less than 15 business days may not be processed.

- The 15 business days should not include the day the request is submitted or the day of the event or when funds are needed.
  - A “business day” is defined as a day the college is open for business, Monday – Friday, 8:00am – 4:30pm.

## Petty Cash Purchases

Petty cash purchases are for \$100.00 or less and are reimbursed to the purchaser.

### *How to submit a Petty Cash Reimbursement Request?*

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1. Complete a Purchase Requisition form and select “yes” to the Petty Cash Request question.
  - The limit for petty cash is \$100.00 per event.
2. Submit the form at least **5 business days** before funds are needed.
3. The contact person listed on the form will receive an email which may request additional information or state if purchase is approved.
4. Once the request has been approved via email the items may be purchased by the organization officer or advisor.
  - Sales tax is not reimbursable.

### *How to obtain the reimbursement?*

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1. Bring the **itemized original receipt** to the Student Life Business Office, S-147.
2. The purchaser will be contacted when the receipt is ready to pick-up.
3. The purchaser will take the approved receipt to the SF College Cashier’s Office for a cash reimbursement. The Cashier Office is located on the first floor of the Robertson Administration Building (F building).



## Fund 2 Imprinted Item Purchase Request Form

Imprinted items are items printed with the SF College name, organization name and/or additional graphics. Examples are: polos or t-shirts, pens, pencils, water bottles, and other giveaway items for organization members and other SF College students.

The Fund 2 Imprinted Item Request form should be completed for all printed items. This form will replace the Purchase Requisition form for these purchases.

### *Imprinted Items Policies*

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#### **Awards, Trophies & Items of Recognition**

These items are for the purpose of acknowledging achievement, leadership and/or service within an organization. Items are not intended for every individual within an organization

The maximum amount that may be spent on an award, trophy or item of recognition is \$30.00.

These items must be imprinted or engraved with the following:

- Official SF College name and/or logo
- Organization name
- Name of the student
- Purpose of the recognition

#### **Apparel Items**

Apparel items, such as t-shirts or polo shirts, may be purchased with a maximum cost of \$40.00 per item.

Apparel items must include:

- Organization name
- Official SF College name and/or logo
- Student Government name and/or logo

## Giveaway Items

Giveaways are items used to promote an organization to all SF College students.

Items are limited to \$15.00 per item or \$15.00 collectively for more than one giveaway item purchased per fiscal year.

Giveaways must include:

- Organization name
- Official SF College name and/or logo
- Student Government name and/or logo

## Other Imprinted Items

All other imprinted items not mentioned above are subject to include the following:

- Organization name
- Official SF College name and/or logo
- Student Government name and/or logo

*Where do I find the Fund 2 Imprinted Item Request form?*

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The Fund 2 Imprinted Item Request form can be found on page 22.

*How do I complete the Fund 2 Imprinted Item Request form?*

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1. **Imprinted Item Requested:** The item the organization is interested in purchasing.
2. **Purpose of Request:** Explain the reason for the purchase.
3. **Organization Information (organization name, officer name, officer email):** An organization's contact information. The person listed on the form is responsible for responding to emails from the Student Body Treasurer and the Student Life Business Office staff. Contact may be made if there are questions about the request or additional information is needed.
4. **Artwork Created:** Whether artwork for the request has been created.

5. **Quantity:** The amount desired of the requested product.
6. **Item Color:** The base color of the item requested.
7. **Number of Imprint Colors:** The number of colors used for the artwork.
8. **Number of Imprinted Sides:** The number of separate locations in which the artwork will appear. Example: The front and back of a t-shirt.
9. **Preferred Style:** Indicate if the organization prefers a particular product and/or style.
10. **Preferred Style Link:** Provide a link to the preferred product and/or style.
11. **Preferred Vendor:** Indicate if the organization prefers a specific vendor.
12. **Preferred Vendor Information (name, phone number, email, and address):** Information about the preferred vendor.
13. **Shirt Request:** Indicate if the request is for a t-shirt or polo.
14. **Sizes of Shirts:** Indicate the quantity of sizes for the t-shirts or polos.
15. **Price Range per Item:** Provide a range the organization is willing to pay for each individual item.
16. **Total Amount:** Provide the total amount the organization is willing to spend for the entire purchase. Include set-up fees, artwork fees, etc.
17. **Signatures:** Must be signed by an officer and advisor.

### *Where do I submit the Fund 2 Imprinted Item Request form?*

---

Submit the completed form to the front desk of the S-Building lobby.

An incomplete form will be returned to the requestor via email.

Submit the form at least **30 business days** (six weeks) before the items are needed. This will provide adequate time to obtain vendor quotes and work with the Graphic Arts Department on the image for the imprinted items.

- The 30 business days should not include the day the request is submitted or the day the products are needed.
  - A “business day” is defined as a day the college is open for business, Monday – Friday, 8:00am – 4:30pm.

## Obtaining Purchase Approval

Submitting the Purchase Requisition form or the Fund 2 Imprinted Item Request form does **not** grant purchase approval. Once the request is approved and a Purchase Order has been issued by the college, an email will be sent to the contact person and advisor listed on the form.

An email may be sent to the requestor for clarification and/or additional information.

- Look for and respond to emails promptly as a delayed response may cause the purchase to be delayed.
- If the organization does not receive an email in a reasonable time frame, approximately 10 business days, send an email to the Student Body Treasurer and the Student Life Business Office Graduate Assistant.

## Individual Vendors

An individual vendor is an individual hired to perform a service. Examples include: a DJ, guest speaker, entertainer, etc.

When hiring an individual vendor, the Personal Professional Services Contract Information Sheet and the Contract for Personal Professional Services forms must be completed and submitted along with the Purchase Requisition form.

- Contact the Student Life Business Office in S-147 for assistance in completing these documents.

## Vendor Payment Procedures

1. Notify the Student Life Business Office once all goods and/or services have been received and/or provided.
2. Submit receipts and/or invoices to the Student Life Business Office, S-147.
  - The vendor does not receive payment until the invoice is received.
3. Individual vendors must sign the Contract for Personal Professional Services Payment form.
4. Submit the signed form to the Student Life Business Office.

## Prize Policy

Below is a brief overview of the Prize Policy. The complete policy can be found on page 23.

A Prize Form must be completed by the event coordinator and signed by the winner at the time the prize is awarded for all items with a value of \$25.00 or greater and for all gift cards, regardless of the value.

The Prize Form can be found on page 24.

*Prizes, including gift cards, may be used as follows:*

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- Awarded only to currently enrolled SF College students.
- To recognize a student for an accomplishment, such as a first, second and third place award in a student art show.
- To attract students to an event or activity.
- All advertisements regarding the event must include a description and the value of the prizes.
- SG must be listed as a sponsor.
- The event or activity for which prizes will be given must be documented when registering the event via eConnect.
- The value of any individual prize may not exceed \$150.00.
- Cash prizes may not be awarded with A&S Fee funds.
- The amount of prizes purchased for an event will be determined by expected attendance at the event. Read the Prize Policy for complete details.

## Pepsi Contract

Santa Fe College has a contract with Pepsi.

All on-campus events must use Pepsi products when serving beverages.

Off-campus events are exempt from this rule.

Submit requests for Pepsi products via the Purchase Requisition form.

The list of available Pepsi products, and prices, are available on the SF college website.

### *Pepsi Purchasing Considerations*

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- Beverages must be purchased by the case.
  - Cases contain either 8, 12, or 24 beverages.
- Beverages are available in cans and glass or plastic bottles.
- The products come in different unit sizes
  - Unit sizes vary from 6.5oz – 20oz.
- Please note the number of items per case and the cost per item.
- The following items are shipped cold, must be kept refrigerated, and have a shelf life of 8 – 10 weeks:
  - Juice & Juice Drinks: Tropicana – 12oz drinks, \$14.55 per case of 12.
  - Juice & Juice Drinks: Naked Juice Smoothies – 15.2oz drinks, \$16.32 per case of 8.
- The following items are shipped in glass bottles:
  - Tea & Tea Drinks: Tazo – 13.8oz, \$20.10 per case of 12.
  - Starbucks Products: Starbucks Frappuccino – 13.7oz, \$27.60 per case of 12.

### *Pepsi Products – Best Value*

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- Carbonated Soft Drinks: 12oz cans at \$12.45 per case of 24
- Tea & Tea Drinks: 12oz Lipton cans at \$12.45 per case of 24
- Aquafina Bottled Water: 16.9oz Original or Flavored bottles at \$8.25 per case of 24

## *Pepsi Purchase Requisition Information*

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Include the following information on the Purchase Requisition form when ordering Pepsi products:

- Category
- Subcategory
- Complete name of the product
- Number of cases per product
- Cost per case

An example of a request:

- **Category:** Tea & Tea Drinks
- **Subcategory:** Lipton bottles
- **Complete name of the product:** Lipton Tea Lemonade (1/2 & 1/2)
- **Number of cases per product:** 2
- **Cost per case:** \$25.60 per case

## Student Travel

Plan to meet with the Student Life Travel Specialist, S-147, at least six (6) weeks prior to the travel date(s).

### *Travel Costs to Consider:*

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#### **Transportation:**

- Vehicle
- Gas
- Tolls
- Parking
- Airfare

#### **Lodging:**

- 4 students per room, same gender.
- 2 advisors per room, same gender.

#### **Registration or Admission Fees:**

- Note registration due dates for conventions or conferences.
- Look for early bird conference rates.
- Note payment deadlines.

#### **Meals:**

- Meal funds may be provided, if budget allows.
- Providing funds for meals are not a requirement.
- The maximum amount that may be paid for meals is as follows:
  - \$6.00 for breakfast
  - \$11.00 for lunch
  - \$19.00 for dinner
- Note that departure and return times for the travel and any meals included at the hotel or/and in registration fees will impact meal funding.



## Senate Overflow Request

Senate Overflow funds are allocated by the SG Finance Committee as an additional funding source for the groups and purposes as indicated below.

SF College Students, Student Organizations, Student Senators, and Branches of SG are eligible to request from the senate overflow.

- If the request is for a Student Organization, they must be in good standing to request overflow.

Student Organizations may request funds from Senate Overflow for:

- A new project or event previously unbudgeted for by a SO.
- New organizations that did not receive a budget allocation from SG.

The Senate Overflow Request form must be completed and submitted at least **30 business days** prior to the date the funds are needed.

- The 30 business days should not include the day the request is submitted nor the day which the funds are needed.
  - A “business day” is defined as a day the college is open for business, Monday – Friday, 8:00am – 4:30pm.

The Senate may grant funds from the Senate Overflow budget. This does not approve the event or purchase. Purchase Requisition and/or Fund 2 Imprinted Item Request forms must still be submitted as described earlier on page 6 and page 9. Once the funds are approved the appropriate purchase forms and/or travel forms must be completed.

Senate Overflow funds may only be used for the purpose stated on the request form. Any funds approved by the Student Senate that are not used for the approved purchase or travel will be returned to the Senate Overflow budget account.

*Where to find the Senate Overflow Request form?*

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The Senate Overflow Request form can be found on page 25.

## *How to complete the Senate Overflow Request form?*

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1. **Organization Information (organization name, organization contact, contact email, contact phone):** An organization's contact information. The person listed on the form is responsible for responding to emails from the SG officials. Contact may be made if there are questions about the request or additional information is needed.
2. **Event & Travel Information (event name, event location, date/time of event, date/time of travel):** Identify if the purchase is for an event and/or travel; provide information about the event and/or travel.
3. **Fund 2 Allocations:** Provide information about the organization's Fund 2 SG allocations.
4. **Fund 6 Account:** Provide information about the organization's Fund 6 account and if fundraising efforts have occurred for the request.
5. **Reason for Request:** Explanation of the requested funds.
6. **Description of Product:** Provide a detailed description of requested items.
7. **Quantity:** Number of each requested item.
8. **Unit Cost:** Cost of a single item.
9. **Total Cost:** The quantity multiplied by the unit cost.
10. **Grand Total:** The final amount of all requested items.
11. **Signatures:** Must be signed by an authorized officer and advisor.

## *Where do I submit a Senate Overflow Request form?*

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1. Submit the completed Senate Overflow Request form to the S-Building lobby front desk.
  - o The Student Body Treasurer may contact the organization if additional information is needed.
2. Emails will be sent to the contact person as the request moves through the Senate Overflow process.

## Contact Information

### *Student Government Contact Information*

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**Student Body Treasurer:** Jasmin Hernandez Du Bois

- Email: [sgtreasurer@sfcollege.edu](mailto:sgtreasurer@sfcollege.edu)
- Phone: (352) 381-3781
- Office: S-152

**Student Body Deputy Treasurer:** VACANT

- Email: [sgdeputytreasurer@sfcollege.edu](mailto:sgdeputytreasurer@sfcollege.edu)
- Office: S-150

### *Student Life Contact Information*

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**SG Purchasing Specialist:** Emly Reinhardt

- Email: [emly.reinhardt@sfcollege.edu](mailto:emly.reinhardt@sfcollege.edu)
- Phone: (352) 381-7072
- Office: S-138 A

**Business Office Program Assistant:** Chris Spence-Thomas

- Email: [chris.spence-thomas@sfcollege.edu](mailto:chris.spence-thomas@sfcollege.edu)
- Phone: (352) 395-5911
- Office: S-147

**Business Office Travel Specialist:** Helen Pelkey

- Email: [helen.pelkey@sfcollege.edu](mailto:helen.pelkey@sfcollege.edu)
- Phone: (352) 381-3710
- Office: S-145

**Business Manager:** Teresa Lanier

- Email: [teresa.lanier@sfcollege.edu](mailto:teresa.lanier@sfcollege.edu)
- Phone: (352) 395-4179
- Office: S-146

Forms & Documents

Purchase Requisition Form .....21

Fund 2 Imprinted Item Request Form .....22

Prize Policy.....23

Prize Form .....24

Senate Overflow Request Form .....25

**Purchase Requisition**

Reason for Request: \_\_\_\_\_

Vendor Name: \_\_\_\_\_  
 Vendor Phone: \_\_\_\_\_  
 Vendor Email: \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_  
 \_\_\_\_\_

Organization Name: \_\_\_\_\_  
 Officer Name: \_\_\_\_\_  
 Officer Email: \_\_\_\_\_

Will items be delivered to campus? Yes  No   
 If no, student and/or advisor authorized to pick up items:  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Is this request for an event? Yes  No   
 Is the event registered through eConnect? Yes  No   
 Date/Time of Event: \_\_\_\_\_  
 Location of Event: \_\_\_\_\_  
 Is this a Petty Cash Reimbursement request?\* Yes  No

Description of Product	Quantity	Unit Cost	Total Cost
<b>If additional space is needed, please complete an additional Purchase Requisition.</b>	<b>Grand Total:</b>		

Complete and submit this form to the S-Building lobby front desk at least **15 business days** prior to when products are needed. A quote from the vendor must be attached to this form. It is the responsibility of the contact person designated on this form to respond to emails from the Student Body Treasurer and Student Life Business Office staff. Submission of this form **does not** constitute an approval of the request, an event, nor is an authorization to purchase. If you have any questions, contact the Student Body Treasurer at [sgtreasurer@sfcollege.edu](mailto:sgtreasurer@sfcollege.edu) or 352-381-3781.

**\*Petty Cash Guidelines:** Petty Cash purchases cannot exceed \$100.00 **per event**. Complete and submit this form to the S-Building lobby front desk at least **5 business days** before funds are needed. A quote is not needed for the Petty Cash process. If approved, an email from the Student Life Business Office will be sent to the contact person designated on this form. Purchases must be made by the student organization member or advisor. In order to receive reimbursement, provide the itemized original receipt to the Student Life Business Office in S-147.

Organization Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Email (please print): \_\_\_\_\_

www.sfcollege.edu/sg  
For SG Treasurer Use Only

Student Body Treasurer:	Date Received:	Date Approved:
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**Fund 2 Imprinted Item Request**

**\*\*Complete Separate Form for Each Item\*\***

(Please print all information)

Imprinted Item Requested: \_\_\_\_\_  
Purpose of Request: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
Organization Contact: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Has artwork been created? Yes  No

Quantity of Product: \_\_\_\_\_ Number of Imprint Colors: \_\_\_\_\_  
Item Colors: \_\_\_\_\_ Number of Imprint Sides: \_\_\_\_\_  
(Example: front & back of item counts as 2 sides)

Is there a preferred style for the item? Yes  No

If yes, provide a link for the item: \_\_\_\_\_

Is there a preferred vendor? Yes  No

If yes, provide the vendor contact information: Vendor Name: \_\_\_\_\_  
Vendor Phone: \_\_\_\_\_ Vendor Email: \_\_\_\_\_  
Vendor Address: \_\_\_\_\_

Is the imprinted item a t-shirt or polo? Yes  No

If yes, list the quantity for each size listed below:

XS	S	M	L	XL	XXL	XXXL

Indicate the price range for this item: \_\_\_\_\_  
(Example: \$8.00 - \$10.00 per item)

Indicate the total amount allocated for this purchase: \_\_\_\_\_  
(Include set-up fees, artwork fees, etc.)

Complete and submit this form to the S-Building lobby front desk at least **30 business days** prior to when the product is needed. It is the responsibility of the contact person designated on this form to respond to emails from the Student Body Treasurer and Student Life Business Office staff. Submission of this form **does not** constitute an approval of the request. If you have any questions, contact the Student Body Treasurer at [sgtreasurer@sfcollge.edu](mailto:sgtreasurer@sfcollge.edu) or 352-381-3781.

Organization Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor Email (please print): \_\_\_\_\_

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For SG Use Only

Student Body Treasurer:	Date Received:	Date Approved:
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# STUDENT LIFE Santa Fe College

## Prize Policy & Procedures

Prizes funded with Activity and Service (A&S) Fees must abide by the guidelines outlined below. Prizes may be awarded to recognize student accomplishments, such as the Student Art Show. Door prizes may be purchased to draw attention and attendance to campus events for those events with an expected attendance of 20 or more. One prize may be purchased for each increment of 20 students expected at the event. For example, an event with an expected attendance of 60 students may purchase three (3) prizes for the event. The maximum number of prizes for any single event are six (6). All advertisements regarding the event must include the door prize(s) and list Student Life or Student Government as a sponsor.

1. The prize recipient must be a currently enrolled Santa Fe College student.
2. The value of any individual prize may not exceed \$150.
3. Cash prizes may not be awarded with A&S Fee funds.
4. Gift cards may be purchased as prizes; the preferred vendors are campus vendors such as Barnes & Noble, Domino's or Subway. Gift cards may be purchased from other vendors that do not sell alcohol, lottery tickets or tobacco products.
5. The SF employee coordinating the event or the organization advisor must complete the *Prize Form* and obtain the signature from the prize recipient for all prizes valued \$25 or more. Recipients of a gift card, regardless of value, must sign the *Prize Form*. The SF employee disbursing the prize(s) must also sign the *Prize Form*. Submit the completed form to the Student Life Business Office, located in S-147, within three (3) business days after the event has occurred.

Teresa Lanier  
[teresa.lanier@sfcollege.edu](mailto:teresa.lanier@sfcollege.edu)  
352.395.4179

Chris Spence-Thomas  
[chris.spence-thomas@sfcollege.edu](mailto:chris.spence-thomas@sfcollege.edu)  
352.395.5911

Full-time Santa Fe College employees are not eligible to receive prizes.

*Per IRS regulations, a cash-equivalent award such as a gift card is considered a taxable fringe benefit. If a student employed by the college receives a gift card, the value of the gift card is added to their gross income and will be taxed. SF Office for Finance, 3/28/16.  
See IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits.*

9/19/17



## Prize Form

Date: \_\_\_\_\_

**Please Print**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Department or Organization Sponsoring Event: \_\_\_\_\_

Department Employee or Organization Advisor: \_\_\_\_\_

***Prize winner must be a currently enrolled Santa Fe College student.***

**Please Print**

Name of Prize Recipient: \_\_\_\_\_

SF ID# of Prize Recipient: \_\_\_\_\_

Value & Description of Prize Won: \_\_\_\_\_

\_\_\_\_\_

***By signing this document I acknowledge receipt of the prize as stated above.***

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SF Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit Completed form to S-147*

9/19/17



**Senate Overflow Request**

Reason for Request \_\_\_\_\_

Organization Name: \_\_\_\_\_  
 Organization Contact: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Event Name: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Date/Time of Event: \_\_\_\_\_  
 Date/Time of Travel: \_\_\_\_\_

Does the Organization have a SG allocation? Yes  No   
 If yes, starting balance: \$ \_\_\_\_\_  
 Current balance: \$ \_\_\_\_\_  
 Does the Organization have a Fund 6 account? Yes  No   
 If yes, current balance: \$ \_\_\_\_\_  
 Has fundraising for this request occurred? Yes  No   
 If yes, how much? \$ \_\_\_\_\_

Description of Product	Quantity	Unit Cost	Total Cost
<b>If additional space is needed, please complete an additional Senate Overflow Request.</b>			<b>Grand Total:</b>

This form must be submitted to the S-Building lobby front desk at least **30 business days (6 weeks)** before funds are needed. The student organization may be contacted by the Student Body Treasurer for additional information. It is the responsibility of the contact person designated on this form to respond to emails from SG officials. Emails will be sent to the contact person as the request moves through the Senate Overflow process. This form **does not** constitute approval of an event or request; SG purchasing policies and procedures must be followed after final approval. If you have any questions, contact the Student Body Treasurer at [sgtreasurer@sfcollge.edu](mailto:sgtreasurer@sfcollge.edu) or 352-381-3781.

Organization Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor Email (please print): \_\_\_\_\_

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Student Body Treasurer:		Date Received:	Date Approved:
Overflow Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Overflow Request Amended? Yes <input type="checkbox"/> No <input type="checkbox"/>	Amended Amount:	
Student Senate President:	Date Approved:	Student Senate Pro-Tempore:	Date Approved: