

CLAIM YOUR SGA FUNDS

Options for accessing funds:

1. SGA pays company directly (Invoice) for a good/service.
2. SGA reimburses a member of your organization.
3. SGA transfers funds to the organization's TCU department.
4. SGA pays TCU Bookstore, Costco, FrogPrints, or Sodexo directly.

Before making a purchase of over \$500, you must get pre-approval through Kim Turner.

Decide how the organization will pay for approved expenses (see second page). If your group is affiliated with a TCU department, you may contact Kim Turner to request a transfer to the department.

SGA awards expire at the end of each semester; make sure you are budgeting properly and keeping records of your remaining balance.

Plan in advance! Only purchase items specified in your award email. If you need clarification, contact the Finance Committee Chair.

If you are buying food or bringing someone to campus to perform a service, you must contact Pam Hughes at least 2 weeks in advance of your event.

All documentation must be submitted within 30 days of your event or program.

Make sure anyone buying on behalf of your group is aware of the rules and procedures.

Questions?

Contact the SGA Finance Committee Chair or SGA Treasurer (contact information at end of second page).

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Departmental Transfer: Organizations with at University account overseen by a TCU Advisor or Department may have the award transferred to their account. Contact Kim Turner to request the transfer.

Bills/Invoices: SGA can directly pay most companies in the DFW area for goods or services. This method requires advanced notice (at least 2 weeks prior to the event) but protects organization members from personally fronting large sums of money. Note: SGA cannot pay based on a contract signed by the student organization.

Frog Prints, TCU Bookstore, Costco, or Sodexo purchases should be paid directly by SGA, instead of by reimbursement. Contact Pam Hughes 2 weeks in advance of your event to arrange purchasing.

Contact Pam Hughes to set up an appointment. Bring your TCU ID and receipts. Receipt(s) should:

- Be original—no copies or scans.
- Be itemized—detailed list of items purchased.
- Be recent—within 30 days of your event.
- Show when/how the purchase was made (cash, check, or card).
- Be made by a TCU student (not by an organization) with a current TCU ID.
- Note: restaurants usually give 2 receipts—bring BOTH.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Austin Shively, Finance Committee Chair: austin.shively@tcu.edu

Gabby Douthitt, Student Body Treasurer: g.j.douthitt@tcu.edu

Kim Turner, SGA Advisor: kim.turner@tcu.edu

Pam Hughes, Budget Manager: p.hughes@tcu.edu
