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100. INTRODUCTION

THE GEORGIA PERIMETER COLLEGE (GPC) STUDENT ACTIVITY FEE FINANCIAL CODE ADHERES TO THE STATE OF GEORGIA BOARD OF REGENTS STATUTES THAT GOVERN THE COLLECTION, DISTRIBUTION, ALLOCATION, AND USE OF MANDATORY STUDENT FEES.

101. MANDATORY STUDENT FEES (BOARD OF REGENTS (BOR) POLICY 7.3.2.1 REV. JAN 2010)

Mandatory student fees are defined as fees which are paid by all students as required by the Board of Regents or as assigned by the institution subject to approval by the Board of Regents. All mandatory fees shall, but not be limited to, intercollegiate athletic fees, student health services fees, transportation or parking fees (if the latter are charged to all students), student activity fees, technology fees, and facility fees. (BOR Minutes, January 2010)

All mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective for the following fall semester. Exceptions to this requirement may be granted upon the recommendation of the Chancellor and the approval of the Board of Regents.

101.1 An institution may waive mandatory fees for students who are enrolled for fewer than six (6) credit hours. Alternatively, institutions may prorate mandatory fees on a per-credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses.

101.2 Proposals submitted by an institution to increase mandatory student fees and proposals to create new mandatory student fees shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BOR Minutes, June 2009).

The committee shall include at least four students, who shall be appointed by the institution’s student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BOR).

101.3 All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BOR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution’s student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BOR).

101.4 Mandatory student fees shall be used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BOR Minutes, 1999-2000, p. 364).

101.5 The allocation and expenditure of student activity fees shall be determined by the college Student Activity Fee Budget Committee. Unexpended and unallocated funds remaining at the end of a fiscal year shall be carried over and remain in the SAF fund. The balance in the unallocated fund will be available for allocation and expenditure during the next fiscal year.

101.6 Board of Regents Statutes establishes that the President of the College has final veto authority over all SAF.
The statute provides that the President may veto any line item or portion thereof within the budget. All unexpended SAF funds are subject to similar final College presidential authority. (BOR 704.021)

102. PURPOSE AND SCOPE

The Purpose of the Financial Code is to define transparent operating practices that govern Student Activity Fees. The code validates student involvement, outlines business practices, provides regulatory policies, establishes internal controls, and ensures accountability of state awarded funds.

103. ACRONYMS AND TERMS

BOR: Board of Regents
DSL: Director of Student Life
FY (Fiscal Year): Budget operating period that begins July 1 and ends June 30
SAF: Student Activity Fee
SAFBC: Campus Student Activity Fee Budget Committee may be based college-wide (SAFBC) or locally at a campus (SAFBC – ALP; CLK; DEC; DUN; NEW)
SGA: The Student Government Association
SRC: Special Request Committee

ACCOUNT TYPES:

Unallocated: Student Activity Fee funds that remains un-awarded during a fiscal year.

Agency Account: Agency funds are used to account for resources/funds held by an institution as custodian or fiscal agent for individual students, faculty, staff members, or other organizations.
http://www.usg.edu/business_procedures_manual/section14/manual/C1645

Foundation Account: Private support derived from five sources: GPC Alumni, GPC Faculty and Staff, corporations, philanthropic foundations and friends used to provide scholarships, and enhance academic programs.
http://depts.gpc.edu/Foundation/

DEPARTMENTAL SALES AND SERVICES Account: This source of funding is used to classify both revenues and expenditures for sales and services operations that are supported by sales or fees collected for services on a self-supporting basis. Departmental Sales and Services operations are not normally supported by state appropriations.
usg.edu/business_procedures_manual/section2/manual/C1095/#p2.4.3_departmental_sales_and_services

Reserve: The balance of any dollars that exceed the projected budget and any unspent allocated dollars at the end of a fiscal year. The unused campus and college-wide funds are placed in a consolidated college-wide account for use as contingency funds and/or allocations of special requests.

FUNDING ALLOCATION TYPES:

Annual Operating Budget: Designated state awarded revenues earmarked to support student activities as defined by the Board of Regents.

Budget: Funds received by USG institutions and agencies including, but not limited to, state appropriations, tuition, revenues generated from mandatory and elective fees. http://www.usg.edu/policymanual/section7/C447

College-Wide: Funds used to support global perspective programs, activities, and initiatives for student engagement and tangible program execution, at all campus locations. (Fine Arts Departments, Student Leadership...
Trainings, Homecoming, etc...)

**Campus:** Funds used to support campus-based programs, activities, and initiatives that support student engagement and co-curricular opportunities. (Symposium, Math Club, etc...)

**GOVERNING ENTITIES:**

**Club/Organization/Departmental Advisor:** The individual assigned as Club Advisor or Principal of a respective club/organization or department’s financial management. The club/organization advisor is responsible for obtaining all financial approvals and coordinating transactions posted to assigned accounts.

**Budget Manager:** The individual who manages the day to day operation of a department ID or account including, but not limited to, approving all financial transactions and reconciliation of the account. The budget manager oversees departments, projects, assets, or activities that involve financial transactions. With oversight responsibilities for specific operational units and must ensure that appropriate training, access rights, and expectations are established. [http://depts.gpc.edu/governance/policies/New300/332.pdf](http://depts.gpc.edu/governance/policies/New300/332.pdf)

**Student Activity Fee Budget Committee:** College-wide (SAFBC): The college-wide governing body that is responsible for allocations and budget recommendations of student activity fees for college-wide activities and initiatives.

**Student Activity Budget Committee: Campus (SAFBC – ALP; CLA; DEC; DUN; NEW):** The campus based governing body that is responsible for campus allocations and budget recommendations of the student activity fees to club/organizations and departments.

**SAF Dean:** The appointed Dean of Student Services who serves as the primary resource agent for the Director of Student Life Committee and - coordinates SAF award process for the upcoming fiscal year.

**SAF College-wide Account Manager:** The appointed Student Services Dean/designee responsible for coordinating & monitoring of college-wide awards.

**Special Request Committee (SRC):** A college-wide appointed student committee whose responsibility is to review, deliberate, and make recommendations on student activity fee funding requests that are submitted outside of the annual SAF budget hearing process.

**104. AUTHORITY**

**104.1** All mandatory student fees collected by an institution shall be budgeted and administered by the President using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BOR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution’s student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BOR Minutes, January 2010 and BOR Policy 7.3.2.1.)

**104.2** The Deans of Student Services and the Directors of Student Life define the Financial Codes which outline the responsibilities, provisions, and penalties related to the use of student activity fees at Georgia Perimeter College (GPC). The Financial Codes are reviewed by the Executive Vice President, Financial and Administrative Affairs or an appointed designee. After the review, the SAF Financial Codes are approved by the Vice President of Student Affairs and Enrollment Services and the Executive Vice President, Financial and Administrative Affairs or his/her designee.
104.3 The college-wide Student Activity Fee Budget Committee (SAFBC) will hear budget requests, deliberate, and approve the recommended budget allocations for college-wide funding requests. The committee will consist of SGA President Chair(s) (one voting in case of a tie), Directors of Student Life (one rotating voting DSL), Deans of Student Services (one rotating voting Dean), and an appointed Faculty or Staff representative. The SAF Dean will serve in an advisory capacity.

104.4 The Campus Student Activity Fee Budget Committee ALP; CLK; DEC; DUN; NEW (SAFBC) is responsible for the review and recommendation of allocated awards for student activity fees at their respective sites. The campus committee will consist of the Director Student Life or designee (voting), Dean of Student Service (ex-officio), four (4) student representatives and two (2) Faculty or Staff representatives.

104.5 The SAF College-wide Accounts Manager is responsible for the monitoring of college-wide SAF budget allocations in conjunction with the campus Deans to ensure fiscal and business compliance of the Financial Codes.

104.6 The Director of Student Life is responsible for monitoring the campus budget allocations in conjunction to ensure fiscal and business compliance of the Financial Codes.

104.7 The College President or designee has the final veto authority of the use of SAF budget allocation recommendations.

105. RESPONSIBILITIES OF ALL FUNDED ENTITIES

105.1 Secure a copy of the approved SAF Budget Award letter.

105.2 Sign and submit a copy of the Statement of Understanding and club re-charter (if applicable).

105.3 Attend mandatory SAF Advisor’s financial training session (one per fiscal year).

105.4 Adhere to the approved line-itemized budget allocations.

105.5 Act in compliance with the policies and procedures as defined in the SAF Financial Code, the College’s Business Policy and the BOR regulations.

200. SAF RESERVE ACCOUNT

200.1 Reserve account will be established from the end of the year unused student activity funds from the projected budget overage and unspent SAF campus and college-wide allocations.

200.2 Reserve funds will be deposited in an established SAF Reserve account by the Budget Director. The Vice President of Student Affairs and Enrollment Management and/or his designee will serve as the Budget Manager.

200.3 Reserve funds will not be intermingled with the current fiscal year’s annual operating budget.

200.4 Reserve funds may be used as approved by the college’s president or designee following established protocol.
201. RESERVED FUNDS ANNUAL DISTRIBUTION PROCESS

*Budget conditions, college wide and/or campus, may restrict the distribution process in any given year.*

201.1 Funds shall not be awarded or adjusted without a formal review and authorization from the respective college-wide Special Request Committee (SRC) and the Vice President of Student Affairs and Enrollment Services.

201.2 The Budget Office will provide the Vice President of Student Affairs and Enrollment Services or his/her designee with a quarterly fiscal report on the SAF account.

201.3 The Vice President of Student Affairs and Enrollment Services reserves the right to the reallocate reserve funds to campus and/or college-wide account for the special allocation process.

202. AGENCY ACCOUNTS

Agency funds are used to account for resources held by an institution as custodian or fiscal agent for individual students, faculty, staff members, or other organizations.

http://www.usq.edu/business_procedures_manual/section14/C1645

202.1 All externally generated cash revenue designated for the use of a SAF funded entity must be deposited into an approved college agency account within one (1) business day of collection.

202.2 The request for an agency account must be submitted to the campus Director of Student Life or Campus Dean of Student Services for processing. Agency fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds.

202.3 The intended use of funds must be stated at time of account setup. Once established, the funds cannot be repurposed.

202.4 Establishment of the account will be approved by the Director of Accounting. The SAF Dean of Student Services and designated college wide budget managers must be informed of all new agency account approvals.

202.5 A detailed itemization of the collected income (dues, fundraising, or donations) must be submitted to the Director of Student Life (campus account) or Dean of Student Services (SAF College-wide Budget Manager) within one (1) business day for deposit.

202.6 Transfer of funds between an Agency and Student Activity Account is strictly prohibited. The funds cannot be co-mingled.

202.7 Failure to comply with the Student Financial Code and GPC fiscal policies and procedures may result in a sanction initiation process.

202.8 Agency accounts with balances at the end of the fiscal are required to submit a fund request carryover in order to maintain access to funds.

202.9 Eighteen months of agency account inactivity will result in the forfeiting of account funds.

202.10 Agency account managers must adhere to the current standard business practices as defined by GPC Financial and Administrative Affairs.
202.11 Overview - GPC agrees to serve as a fiscal agent for an agency fund only after satisfactorily considering all the following:

- The purpose for the agency fund must relate to, but not be a fundamental aspect of, activities dedicated to the achievement of educational, research, and public service goals.
- The agency fund is in the best interests of the institution, taking into account all risk management implications
- The establishment of an agency fund account is appropriate, according to the circumstances and reporting principles involved.

202.12 An agreement governing the agency relationship is established. The approval and establishment of an agency account does not:

- Automatically entitle the organization to the use of any institution services, other than the normal administration of funds as it relates to cash receipt and disbursement services.
- Place the agency fund under the institution’s tax-exempt umbrella. Monies accepted for deposit in an agency fund are not considered tax-deductible gifts to the institution. Expenditures from an agency fund are not entitled to the institution’s state sales tax exemption.
- Make the institution liable for any of the organization’s debts, liabilities or actions.
- Continue indefinitely. Agency status is contingent on adherence to all institution policies. The institution has the right to close an agency account at its discretion consistent with agreements between the organization and the institution.

202.13 Terms - Agency Accounts Are Used Under The Following Terms And Conditions

- Funds accepted for deposit in agency fund accounts are not considered tax-deductible gifts to the institution.
- The agency fund account should have a positive cash balance at all times. Should a deficit occur, the agency principal is responsible for remedying the deficit balance promptly upon notification. The institution may disapprove disbursements due to insufficient funds.
- Institution checks will be issued against the agency account using approved disbursement forms.
- With the exception of Study Abroad program expenses as described in BPM Section 21.4,
- Purchasing Cards may not be used for any agency account activity.
- State Funds cannot be used to establish agency accounts nor can state funds be transferred into existing agency accounts
- Agency accounts cannot be used as a means of generating revenue for an organization, department or group
- Custodian(s) is/are responsible for keeping the information current and for informing GPC of any changes. In the event of any changes to the custodian(s), the purpose or terms set forth, the completion of a new
agreement will be necessary.

- Completed reimbursement form with itemized receipts and a statement with detail of expenditures relation to agency funds account will be **REQUIRED** in order to be reimbursed for expenditures.

- All institution policies and procedures must be adhered to as well as applicable U.S. and State of Georgia laws.

**Note:** Agency fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. The applicability of these laws, rules, and regulations is currently under review by the Attorney General of the State of Georgia. Additional guidance shall be provided once available from the Attorney General.

### 202.14 Use of Agency Funds

- The status of each agency fund should be reviewed periodically, at least once a year, for the purpose of ensuring whether the agency status should be suspended or revoked. Circumstances to consider include:
  
  - Failure to adhere to institution policies and procedures.
  
  - The nature of the activities and functions has changed such that agency account status is no longer appropriate.
  
  - Deficit balances that are not remedied on a timely basis.
  
  - In the judgment of the president or designee, suspension or revocation is in the best interest of the institution.

Inactive balances should not be carried forward indefinitely from year to year, but should be disposed of in accordance with the agency agreement (If disposition is not covered in Agency fund application after 18 months of inactive activity balance will be transferred to GPC general operating funds)

### 203. FUNDING CRITERIA ELIGIBILITY

There will be an annual budget hearing process for allocating Student Activity Fees. Student clubs, and organizations, and college departments will have an opportunity to request funds for services, operations and initiatives designed to support campus life activities. Justification of funding for all requests will be assessed based on the Student Activity Policy, Student Activity Fee Guiding Principles, the Student Financial Codes, available resources and established state criteria.

#### 203.1 Student Activity Fee funding criteria will be based on the following criteria:

- the effect of proposed events on the entire student body, the lifespan and prior hearing participation, the number of projected students that will be served, performance history, additional resources available to the requestor, and the nature of the request.

#### 203.2 Funding request materials, the application and all supporting documents, must be submitted prior to the “application” deadline.

### 300. STUDENT ACTIVITY FEE FUNDED POSITIONS

In accordance of the BOR Policy 7.3.2.1., Georgia Perimeter College recognizes the necessity to allocate specific
“fixed expenses” through the mandatory student fee process. The fixed expenditures will include personnel, employee benefits, and office operations as it directly relates to defined service delivery. i.e. SGA, Health Wellness, and Recreation and Student Life.

300.1 On an annual basis, new and part-time positions supported by student fees require submission of a budget request to the SAFBC for continued funding.

300.2 In collaboration with the GPC Budget Director the SAF Lead Dean of Student Services and other designees, as appointed, will be responsible for preparing a fixed expense report that summarizes salaries/stipends and benefits.

300.3 The Fixed Expenses Report will be reviewed and approved during the Annual Budget Hearing process by the College President or a designee.

300.4 Requests for new positions supported by student fees will require detailed justification for the position, job descriptions and a SAF funding request application.

300.5 All salaried positions inclusive of benefits funded by SAF funds must follow the hiring procedures as stated by the Office of Human Resources. Budget managers receiving SAF funds for a position are responsible for providing the appropriate documentation as identified by the Office of Human Resources.

300.6 All attempts must be made to include at least one student in the hiring process of a student activity fee funded position.

400. COLLEGE-WIDE PROCEDURE

400.1 Student members shall be appointed by the Student Government Association under the supervision of the Directors of Student Life

400.2. The list of student appointees will be documented and submitted on an excel spreadsheet to the Student Life Directors and the Lead Dean. The spreadsheet will in the appointee’s name, contact information and student identification information.

400.3 The SAFBC will consist of: (maximum voting membership is thirteen)

- SAF Lead Dean for the Fiscal Year (non-voting)
- Two Student Chairs - SGA Presidents (one vote in the case of a tie)
- Two student representatives from each campus (Voting) or at least 51% of the committee
- One Faculty and/or staff member (voting, campus rotation)
- One Dean of Student Services (one rotating voting representative)
- Directors of Student Life (one rotating voting representative)
- Recorder (non-voting)

Timeline Associated with Student Activity Fee (SAF) Budget Hearing Process

400.4 Vote of SAF participation and student fee changes will occur in the fall semester.

400.5 Student Activity Budget Application Request Forms (SABR) are made available to the college community during fall semester.

400.5 The SAFBC fee training, proposal review, presentations, hearing, deliberation, recommendation and
award approval will take place during the spring and summer semesters.

400.6 The College-wide and Campus Student Activity Budget Application Requests (SABR) and supporting documents will have a common due date in January.

   o The deadline will be advertised at least fifteen (15) days in advance by use of any of the following media outlets: Office of Student Life website, The Collegian, e-mail, (campus) TV- plasma screens, etc.

400.7 A complete application will be accompanied by an itemized budget request for the upcoming fiscal year. Applicants will be encouraged to give much attention to the itemization requested funds so that expenses are documented as accurately as possible.

400.8 Budget committee personnel reserve the right to deny application packets submitted after the deadline date

400.9 The approved balanced budget recommendation is forwarded to the Vice President of Student Affairs and Enrollment Services, the Executive Vice President, Financial and Administrative Affairs and other designee, as identified, for approval. The College President reserves the right of a final veto authority over any line item or portion thereof within the budget.

400.10 SAF budget proposal award letters containing notification of budget approval and/or denials will be forwarded to requestors during the summer semester.

400.11 The Final SAF loading budget will be forwarded to Budget Director’s Office during the spring semester.

400.12 Budget approval by the Board of Regents will occur during the summer semester.

401 CAMPUS PROCEDURES

401.1 The members of Campus Student Activity Fee Budget Committee (SAFBC – ALP; CLA; DEC; DUN; NEW) will be appointed by each campus’ SGA, under the supervision of the Director of Student Life.

401.2 The SAFBC will consist of:

   o At least four (4) student representatives (voting)
   o SGA President or designee (Chair – non-voting)
   o Director of Student Life or designee (voting)
   o Dean of Student Services (non-voting)
   o Two Faculty or Staff members (voting)
   o Recorder (non-voting)

401.3 Student Activity Budget Requests (SABR) are distributed during fall semester.

401.4 The SAFBC fee training, proposal review, presentations, and hearing will be held on announced dates during the spring semester.

401.5 The committee recommended budget is forwarded to the Vice President of Student Affairs and Enrollment Services and the Executive Vice President, Financial and Administrative Affairs or their designee for approval during the Spring Semester. The College President has final veto authority over any line item or portion thereof within the budget.
401.6 SAF budget proposal award letters containing notification of budget approval and/or denials will be forwarded to requestors in the Spring Semester

401.7 The Final recommended budget forwarded to Budget Office in the Spring Semester

401.8 Budget approval by the Board of Regents will occur during the Summer Semester

500. REALLOCATION OF AWARDED FUNDS

500.1 All clubs, organizations, and departments shall have the opportunity to request reallocation of the approved fiscal year budget award upon completion of the SAF advisor training.

500.2 Reallocation requests must be made in writing and adhere to the policies, processes, and procedures as defined in the Student Activity Fee Special Request Step-by-Step Guidebook.

500.3 The reallocation of fees will NOT occur without the proper approval.

500.4 Expenditure of funds must adhere to the approved line items as determined by the Student Activity Budget Committee during the initial award process or as amended by the special request process.

600. REALLOCATION REQUEST PROCESS – Applicable to both College-wide and Campus Budgets

For more information on the reallocation of SAF awarded funds or the request for additional funding from the reserve account. See appendix for detailed procedures.

600.1 All SAF awarded funds are subject to be reclamation by the SAF Account Manager and/or Campus Budget Manger.

600.2 Reasons funds may be reclaimed will include, but may not be limited: 1. Funds not being expended as outlined in the original or amended funding request; 2. High percentage of available surplus funds in account during quarterly budget reviews; and 3. Club, organization, departmental becomes inactive due to loss of advisor; loss of appropriate number of students to remain active and failure to comply with award specifications.

600.3 In the event that funds are identified to be reclaimed the following process will take place.

The Budget Manager will inform the club/organization/department in writing to explain observations and rational for reclaiming funds.

  o Identify the timeline to be initiated for reclaiming funds.
  o The club or organization may submit to the Budget Manager a written challenge to the decision and an explanation of lack of activity, a plan of action and associated timeline for correction of observation.
  o The written documents will be reviewed and a decision rendered on the challenge within five working days by the Budget Manager
  o Failure to respond within three working days in writing will result in SAF award reclamation.

600.4 Reclaimed funds will be used to support clubs/organizations, supplies, initiatives, and campus activities for the current year of award.
600.5 Budget Managers/ SAF College-wide-Accounts Manager will identify department IDs that are subject to reclamation.

600.6 Reclaimed funds will be moved via the budget transfer process
   - College-wide funds will be moved to a designated account and subject to allocations by the SRC.
   - Campus based funds will be moved to a designated account and subject to allocations of by the SRC.

700. BUSINESS PRACTICES

700.1 Budget Advisor/Managers Expenditure Authorization Guide

700.2 Spending of awarded funds are contingent upon the Club/Organization Advisor attending the mandatory SAF budget training, the submission of a completed Statement of Understanding and Re-charter (if applicable).

700.3 All expenditure requests shall be authorized or rejected within fourteen (14) business days of receipt.

700.4 Expenses that are exempt from approval include telephone, freight, postage, and other overhead charges that must be paid.

700.5 Notice of the requests will occur by email, or written memo/correspondence.

700.6 The Director of Student Life or Dean of Student Services has the authority to reject any expenditure that is not in accordance with approved budget line items.

700.7 Gift cards and gift certificates are NOT allowable items for give-away and shall not be purchased under any circumstance using student activity funds.

700.8 Student activity funded give-away items, door prizes or gifts may not exceed a value of $25.00. Special conditions for prize distribution may apply regarding skilled based competitions. Please consult your budget manager before making any purchases.

701. PAYMENT METHODS

701.1 The preferred method of payment for merchandise and services purchased with student activities fee funds are 1) Purchase Requisitions via E-Procurement (E-pro); 2) Purchase Card (P-Card if available); 3) PeopleSoft, expense module for reimbursements related to travel or students.

701.2 Payment Requisitions via E-Pro: Submit appropriate documentation for goods or services for processing purposes at least 30 days in advance. Purchase requisitions must be electronically approved by the designated Budget Manager or an appointed designee. To assure timely delivery of merchandise/services ordered via the purchasing system please allow up to four (4) weeks for delivery. Immigration and Security form is required for all service related request of $2500.00.

701.3 Payment Requests: Are no longer the first means of payment for goods or services. All payments to vendors shall be entered into E-pro as a requisition. Payment requests will be used primarily to pay student “leader” stipends or for pre-approved reimbursements. To assure the timely approval of a payment request, please submit all required paperwork with the appropriate budget manager’s signature at least for (4) weeks in advance.
701.4 Petty Cash: Is to be used in emergency situations only. This direct payment method must be approved in advance by the budget manager in order to be honored by the Student Accounts Office. Please note all Petty Cash transactions have a set limit of $100.00.

701.5 P-Cards: The use of a department's Purchasing Card to purchase items for sanctioned events is viewed as an acceptable method when available; however, this particular method of payment creates unique auditing challenges. Due to this fact, we encourage advisors and budget managers to consider the use of a department’s Purchasing Card as the last method of payment. Just a comment, that this program should be encouraged and reduces administrative cost. Lower dollar expenses should be placed on the P-card and encouraged by the State to reduce cost associated with a purchase requisition.


702. BUDGET MANAGER RESPONSIBILITIES

702.1 All Budget Managers must reconcile their budget(s) monthly.

702.2 Budget Managers must submit a copy of their shadow budget and completed payment documents; to include, but not limited to, purchase orders, payment requests, travel authorization forms, flyers, programs of the events, and etc. to the designated SAF College-wide-Accounts Manager for college-wide awards and to the Director of Student Life for campus awards.

702.3 All college-wide SAF award recipients must attend a quarterly meeting with the SAF College-wide- Accounts Manager for a “Review of Budget Session”.

702.4 Unauthorized expenditures will not be processed for payment and considered the responsibility of the individual(s) in violation. The payment responsibility may fall upon the individual(s) who made the unauthorized expense or request for service.

702.5 Clubs, organizations or departments who overspend the awarded budget or who are found in violation of Financial Code are subject to sanction restrictions.

702.6 After-the-Fact Spending is considered to be expenditures for goods or services that are received prior to submittal and approval of purchase requisitions. Note that all approved obligations must be encumbered in advance of the purchase through purchase order. Invoices that are submitted for payment at the same time that an e-pro requisition is submitted, or for which there was no purchase order issued, will be considered purchasing violations that may subject the department or employee to corrective action.

- **Corrective Actions**: Organizations that violate the After-the-Fact Spending policy must submit in writing a memorandum stating the reason for non-compliance with GPC’s Financial and Business policies. Upon receipt, the Budget Manager will review and forward the information to the appropriate business office.

702.7 All deliberate and/or repeated violations of the SAF Codes, GPC Financial Business policies and procedures, BOR, Federal or State policies are subject to institutional, state and federal criminal offense charges. Such violations will be reported to the appropriate authorities.
800. TRAVEL REGULATIONS

This section addresses non-employee travel to include students, consultants, and individuals applying for a job at the institution.

http://depts.gpc.edu/~gpcbud/travel/GPC%20BPM_Chapter_4.0_Travel%203.1.13.pdf

BOARD OF REGENTS’ POLICY (BUSINESS PROCEDURES MANUAL 19.9 - Non-Employee Travel)

800.1 Students are authorized to travel for participation in academic programs and sanctioned student events to include athletics and recruiting events. Students include individuals enrolled to take classes at an institution and individuals being recruited as potential students.

800.2 Individuals contracted to perform a service for the institution where the contract provides for travel expense reimbursement.

800.3 Research, academic conference, or academic event travel funded by a grant award to the institution in those instances when the grant award specifically authorizes payment for non-employee travel in support of the research, academic conference, or academic event.

800.4 Job applicant travel associated with an interview as specified in institutional policy.

801. GEORGIA PERIMETER COLLEGE STUDENT TRAVEL POLICY

Student travel is a privileged opportunity granted to enhance the overall educational experience by allowing students to participate in off-campus curricular and co-curricular activities. In order to ensure that student travel supports the strategic goals of Georgia Perimeter College, pre-approval is required. It is the responsibility of the individuals and the club advisors to be attentive to the reasonable and effective use of resources. Student organizations that participate in off-campus travel activities must submit travel plans at least (6) weeks in advance. (Please note: student organization travel involves the participation of several departments on campus, each with their own timelines and protocols. Please be respectful of their time and efforts in assisting with your travel.)

Student Organizations are strongly encouraged to meet as a group to discuss participation requirements; individual and/or group travel costs, intended trip outcomes, and travel behavior expectations. The GPC Student Travel Policy is to be used as a guide in order to properly identify appropriate student travel, procedure, rules and regulations regarding travel parameters, mode of transportation and conduct. If you have questions regarding club travel contact the Office of Student Life.

801.1 All travel funded partially or fully by SAF funds must be sponsored by a sanctioned college entity and be in the performance of official duties or on behalf of the student body.

801.2 Club advisors are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.

801.3 Travel pre-meeting must be scheduled not less than six (6) weeks prior to travel with the Budget Manager in order for travel to occur. Please bring to this meeting, all travel related material inclusive of, but not limited to: Essential Travel Proposal, list of students participating including 900#, transportation & lodging information and per diem information conference registration material. The Travel Expense Module requests must be submitted “electronically” to the Director of Student Life at least four (4) weeks prior to travel.

801.4 All individuals that participate in off-campus travel activities are expected to follow all GPC Policies. These include, but are not limited to, the Student Code of Conduct (policy218), the Drugs and Alcohol Policy (203) and...
the Disruptive Behavior Policy (113). All policies can be found in the GPC Policy Manual (http://www.gpc.edu/governance/policymanual.html).

801.5 The Essential Travel Proposal (ETP’s) outlines the documents required for student travel at GPC:

- The essential travel proposal form for the faculty/staff advisor requesting authorization to travel with students must be signed by the faculty department chair or supervisor (This document should reflect $0.00). Once a signature is obtained, please submit to the Office of Student Life prior to the club’s request for funds and before any other ETPs are submitted.

- Documentation of the conference (i.e. conference/competition agenda, hotel confirmations, registration forms, and a list of students traveling with student ID numbers) should also accompany the prior approval form.

- Completed Student Travel Waiver for each student traveling must be submitted to the Office of Student Life. Student Life will submit copies of each waiver to other areas as necessary. The faculty/staff advisor traveling with the students should keep a copy of all waivers to carry on the trip with students.

- Copy of the state insurance card should be obtained from Logistical Services and placed in the vehicle which is being used to transport students.

801.6 The travel authorization (T-Auth) will provide pre-approval for faculty/staff advisor and students. When creating a T-Auth it should include location, start and end dates and anticipated expenses. This form will be approved by the budget manager assigned to the account.

801.7 Documentation of the conference (i.e. conference/competition agenda hotel confirmations, registration forms, and a list of students traveling with student ID numbers) must be submitted to the Director of Student Life to accompany the T-Auth & ETP.

801.8 Completed Student Travel Waivers for each student traveling must be submitted to the Office of Student Life prior to travel. The Office of Student Life will submit copies of each waiver to Public Safety and the Dean of Students. The faculty/staff advisor traveling with the students should keep a copy of all waivers to carry on the trip with students.

801.9 A Copy of the state insurance card should be obtained from Logistical Services and placed in the vehicle which is being used to transport students. This card can be obtained at: http://www.doas.ga.gov/StateLocal/Risk/DOCS Risk/YellowCard.pdf

801.10 Sanctioned group travel including, but not limited to, student trips, competitions, training retreats/workshops, and conference travel, must abide by the following three-tiered system for travel:

801.11 Local: Local travel is defined as travel within a 100 mile radius or 1.5-hour drive from any respective GPC campus. An advisor or college designee is required to travel with students during club-sponsored trips regardless of mileage. For local travel: state vehicles, rental vehicles, public transportation and personal vehicle options are acceptable and are at the discretion of the club advisor.

801.12 In-state: In-state travel is defined as travel within the State of Georgia or greater than the 100 mile radius of a GPC campus or is more than 1.5 hours from the campus of departure. It is required that an advisor be present for in-state travel.

801.13 An advisor or college designee is required to travel with students during overnight club-sponsored trips.
For in-state travel: state vehicles, rental vehicles and personal vehicle options are acceptable and are at the discretion of the club advisor.

801.14. Out-of-State: Out-of-state travel is defined as travel that occurs outside of the state of Georgia. An advisor or college designee is required to travel with students during any out-of-state club sponsored trip. For out-of-state travel: rental vehicles, motor coach, air and train options are preferred. Personal vehicle usage is discouraged. It is the responsibility of the club advisor in conjunction with the Office of Student Life to discuss the option that is most cost effective and limits liability.

801.15. If an advisor cannot travel with a group, a designee may be appointed. The designee must be a full time GPC faculty or staff member. The Director of Student Life must be made aware in advance and approve the designee.

804.16. For group travel, it is recommended that there be one advisor for every 10 students. Exceptions must be worked out in advance with the campus Director of Student Life.

804.17. Various vehicle usage options are available for club travel including: state-owned, rental, and personal vehicles, public transportation, motor coach, and air travel. Sanctioned group travel including, but not limited to, student trips, competitions, training/workshops, and conference travel must abide by the following vehicle usage options based on local, in-state and out-of-state travel guidelines.

801.18. State-owned Vehicles: State owned vehicles are to be used for official state business and college sanctioned events only. Authorized drivers are state employees, students are not allowed to drive GPC state owned vehicles. Georgia Perimeter College fleet vehicles can be reserved by contacting the Plant Operations Department on the various GPC campuses. Drivers shall have a valid state issued driver's license and shall observe all ordinances and laws pertaining to the operation of motor vehicles. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, students, and other persons participating in related state programs. However, all traveling participants must be included on the final official T-Auth and each participant must also complete a GPC liability waiver prior to departure.

801.19. Rental Vehicles: Per the state contract Enterprise Rent-A-Car is GPC’s vendor for rental vehicles for travel within the State of Georgia. National Car Rental is the official out-of-state travel provider. Van accommodation can only be for up to 12 people. The Offices of Student Life and/or Logistical Services (678-891-3325) can assist your club/organization in making reservation arrangements and ensuring proper payment preparations are in order through e-procurement. Georgia Perimeter College has a state contract which allows all authorized drivers to DECLINE rental vehicle insurance because the state has provisions for insuring rental vehicles against damage. Contact Logistical Services for additional questions. Rental Vehicles may only be reserved by GPC employees.

801.20 Only GPC state employees may drive rental vehicles on behalf of the club/organization. Students are not permitted to drive rental vehicles. Drivers of rented vehicles must adhere to all of the rental company policies. It is the employee/advisors responsibility to ensure correct rental arrangements are completed.

801.21 Fuel must be purchased by user and reimbursed. Re-fuel should never be provided by the vendor. P-card can also be used with advance approval by the budget manager.

801.22. Personal Vehicles: All individuals authorized to travel including employees, advisors and students may use their personal vehicle for college sanctioned group travel. This includes, but is not limited to, student trips, competitions, training retreats/workshops and conferences, when in compliance with state policy and the GPC travel guidelines. Students traveling in their personal vehicles must understand that private car insurance is a state requirement and the driver is liable for insurance ownership. Students traveling in their personal vehicles assume the risk of liability and are not covered by the State of Georgia Liability Insurance.
801.23 State employees transporting students may be covered by the State of Georgia Liability Insurance. Questions should be directed to Logistical Services. All employees traveling on official state business should keep a copy of the State Insurance card in their vehicle this card can be obtained at:
http://www.doas.ga.gov/StateLocal/Risk/DOCS_Risk/YellowCard.pdf

801.24 Mileage reimbursements for the use of personal vehicles will not exceed the amount in the pre-determined budget line item for your respective club/organization.

801.25 Public Transportation: Public Transportation includes: rail stations and bus services not including motor coach rental. Employees and any other individuals authorized to travel including students may use public transportation for sanctioned group travel including, but not limited to, student trips, competitions, training retreats/workshops and conferences when in compliance with state policy and the GPC travel guidelines (SAF 800A). Reimbursements for the use of public transportation will not exceed the amount in the pre-determined budget line item for your respective club/organization.

801.26 Motor coach: Per state contract American Coach Lines is the state’s vendor for motor coach transportation. The Offices of Student Life and/or Logistical Services (678-891-3325) can assist your club/organization in making reservation arrangements and ensuring proper payment preparations are in order through e-procurement.

801.27 Air Travel: Air travel may be secured using either your individual GPC’s Visa P-Card, or via Logistical Services Visa P-card in cases of emergency when deemed necessary.

801.28 All other travel related payments will now be processed by the Accounting Services department after the T-Authorization has been approved by the Budget Manager, all paperwork should be forwarded to Accounting Services for processing.

801.29 It is the employee/advisors responsibility to ensure correct air travel arrangements are completed. Personal resources (cash, checks, credit cards) may never be used to finalize air travel or any other form of travel.

802 TRAVEL SUMMARY

802.1 PRIOR APPROVAL FOR TRAVEL AUTHORIZATION

- Local Travel is approved on a fiscal year basis and defined as day trips within the metro Atlanta area that do not require registration fees.

- The Prior Approval for Travel Authorization form must be completed and approved in advance for all in-state and out-of-state travel.

- The travel authorization must be approved by the traveler’s immediate supervisor and the Budget Manager (Dean, Director or VP). The Budget Manager will return the approved travel authorization to the traveler.

802.2 REGISTRATION FEES

- Registration fees may be charged to the P-Card or by a payment request submitted to Accounting Services-Accounts Payable at least 14 days prior to the registration deadline.

- Traveler cannot claim meal allowances for meals provided during the course of their travel. Continental
breakfast and banquets are considered meals; a reception is not considered a meal.

- Submit the conference or meeting agenda with the travel expense report receipts.

### 802.3 DAILY PER DIEM RATES

- For overnight trips, travelers will receive 75% of the allowable per diem on the day of departure and return.
- For non-overnight trips or single day trips, travelers will receive 75% of the allowable per diem if travel is more than 50 miles from home and equal to or greater than 12 hours.
- Report the departure time and return time.
- In-State High Cost counties include: Chatham, Cobb, DeKalb, Fulton, Glynn and Richmond

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<th>Dinner</th>
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<tr>
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<td>$ 9.00</td>
<td>$ 20.00</td>
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<td>Out of State (federal per diem rate)</td>
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### 802.4 LODGING

Employees who travel more than fifty (50) miles (and outside the county) of their home campuses or places of residence may be reimbursed for lodging expenses that are reasonable.

- To prepay lodging, submit a hotel quote and approved travel authorization to Accounting Services-Accounts Payable.
- Itemized original receipts are required for reimbursement.
- Lodging may only be reimbursed at the single occupancy rate.
- Present the Hotel/Motel Tax Exemption for lodging within the State of Georgia.
- It is the traveler’s responsibility to understand the lodging cancellation rules. No-show charges and penalties may not be reimbursed. The traveler assumes all risks if a non-refundable rate is chosen.

### 802.5 AIRFARE

Employees should obtain the lowest available airfare in coach class and purchase non-refundable tickets.

- All flights should be booked at least 14 days in advance.
- The college encourages the use of the P-Card for airline ticketing.
A detailed itinerary and receipt are required for documentation with the travel expense statement.

The college will reimburse the traveler for 1 piece of checked luggage with receipt.

### 802.6 RENTAL CARS

- Car rentals should be used when it is determined to be the most economical form of transportation (vs. personal vehicles).
- Preferred method of payment for rental cars is the P-Card.
- Employees traveling on state business in a rented vehicle are covered by the State’s liability policy.
- Employees will be reimbursed for gasoline purchases associated with the business use of the vehicle with receipts.
- GPS is not a reimbursable expense and vehicles over mid-size are not allowed without business justification.

### 802.7 MILEAGE

- Reimbursement for business miles traveled by car: $0.565 per mile as of January 1, 2013.
- Deduct normal daily commute miles if leaving from or returning to residence rather than campus.
- Claims for local mileage must show points visited and the return location; a point to point and purpose of trip explanation is required. Reimbursement for local campus travel will be limited to the following:

<table>
<thead>
<tr>
<th>Between Alpharetta and...</th>
<th>Between Lakeside and...</th>
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<tbody>
<tr>
<td>Clarkston</td>
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<td>Newton</td>
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<td>Between Clarkston and...</td>
<td>Between Newton and...</td>
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<td>Lakeside</td>
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<tr>
<td>Newton</td>
<td>40</td>
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<tr>
<td>Between Decatur and...</td>
<td>Between Dunwoody and...</td>
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<td>Lakeside</td>
<td>13</td>
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<tr>
<td>Newton</td>
<td>35</td>
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</table>
802.8 TRAVEL EXPENSE REIMBURSEMENT

- Submit all expenses for reimbursement and reconciliation within 10 days of the completion of the trip but no later than 45 calendar days. Please hold submissions until a reimbursement of at least $10 is due up to the 45 day deadline for submitting expense reimbursement requests.

- Attach all required documentation and receipts.

- Traveler must sign the travel expense statement, attesting the information presented is accurate and complete.

- The supervisor or higher authority must approve the travel expense statement signifying review for accuracy and compliance with travel regulations.

Reimbursement will be made by direct deposit or check from Accounting Services-Accounts Payable via the PeopleSoft travel expense module (TEM)

900. VIOLATIONS OF THE SAF FINANCIAL CODES

All SAF funded clubs, organizations, departments and entities must adhere to business practices as defined by the Student Affairs Financial Code, GPC BOR and the State of GA Business Procedures. Failure to comply will result in sanction and/or legal action contingent upon the seriousness of the violation.

900.1 On the first offense, the Director of Student Life (campus funded entity) or SAF College-wide- Accounts Manager will develop a corrective action plan.

900.2 On the second offense in the same fiscal year, the Director of Student Life (campus entity) or the SAF College-wide-Accounts Manager (college-wide entity) may order the account to be frozen for a period of time. This means that all expenditures will cease during the identified period. A corrective action plan and additional training will be instituted.

900.3 Sanctions: Persons in violation of these procedures are subject to a range of sanctions, including disciplinary action, dismissal from the college and/or legal action. Violations may constitute criminal offenses. The college will carry out its responsibility to report such violations to the appropriate authorities. Appeals should be directed through the existing procedures established for employees (advisor) or students. (See Student Guidebook)

901 PROCEDURES FOR THE FREEZING OF FUNDS

901.1 The Director of Student Life, SGA President and the SGA Treasurer upon discovery of a campus funded entity in violation of the SAF Policy may freeze an account for a period of up to thirty (30) calendar days. For a college-wide funded entity, The SAF Lead Dean and SAF College-wide-Accounts Manager and an appointed SGA President and Treasurer may freeze an account for a period of up to thirty (30) calendar days.

901.2 At least three calendar days prior to freezing a campus SAF account, the Director of Student Life, in conjunction with the SGA President and the SGA Treasurer, must jointly notify the club advisor, the SGA, and the Dean of Student Services of the freeze and its duration. The written notification must include the justification for the action. Upon three-fourths (3/4) vote of the Senate, any action by the SGA President and the SGA Treasurer to
freeze an SAF account may be rescinded.

**901.3** For a College-wide funded entity, SAF Lead Dean and SAF College-wide-Accounts Manager must jointly notify the advisor, the SGA, and the Vice President of Student Affairs and Enrollment Services of the freeze and its duration. The written notification must include the justification for the action. Upon three-fourths (3/4) vote of the SAFBC or designee, any action by the SAF Lead Dean, an appointed SGA President and Treasurer to freeze an SAF account may be rescinded.

**901.4** Following the correction of a campus funded entity's violation, the Director of Student Life initiating the freeze may rescind the freeze and provide written notice to the SGA President, the SGA Treasurer, the Senate, the club advisor, and the Dean of Student Services or Vice President of Student Affairs and Enrollment Services.

**901.5** Following the correction of a college-wide funded entity's violation, SAF Lead Dean and SAF College-wide-Accounts Manager initiating the freeze may rescind the freeze and provide written notice to the appointed SGA President, SGA Treasurer, the SAFBC or designee, advisor, and the Vice President of Student Affairs and Enrollment Services.

**901.6** If the cause for the freeze of a campus funded entity is not corrected by the end of the freeze period, the Director of Student Life, SGA President, and the SGA Treasurer may close the account by a majority vote. All allocated funds will be returned to the SGA Administrative Account.

**901.7** If the cause for the freeze of a college-wide funded entity is not corrected by the end of the freeze period, the SGA may close the account by a majority vote. All allocated funds will be returned to the College-wide Carry-Forward Account.

**901.8** Following the correction of the funded entity's violation, SAF Lead Dean and SAF College-wide-Accounts Manager initiating the freeze may rescind the freeze and provide written notice to the SAFBC or designee, advisor, and the Vice President of Student Affairs and Enrollment Services.
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# GEORGIA PERIMETER COLLEGE
Agency Fund Account Application & Agreement

## APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Proposed Account Name:</th>
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<tr>
<td>Group/Organization Requesting Agency Fund Account:</td>
<td>Campus:</td>
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<tr>
<td>Group/Organization Receiving Agency Fund Account:</td>
<td>Campus:</td>
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<tr>
<td>Legal Status of Organization:</td>
<td>Federal TAX ID:</td>
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<tr>
<td>Affiliation of organization with GPC:</td>
<td>(Required only if funding is from an external provider)</td>
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List any other organizations on whose behalf the organization is functioning as an agent or intermediary:

Nature of Agency Fund:

Description of Budgeted Expenditures:

Source of Funding:

Expected End Date of Agency Fund:

Frequency of Budgeted Expenditures: **Annually** **Monthly** **One-Time** **Other**

List any required disposition of remaining funds at the end of the agreement: *(If disposition requirement is not listed after 18 months of inactivity funds will transfer to GPC general operating funds)*

**Required Documentation:** (Attach copies of correspondence, donor letters, and any other relevant documentation that will provide information for a permanent file. Please provide documentation of any restrictions, terms, or conditions for the use of funds deposited to this account). If none are specified GPC rules and regulations will be used to govern the activity in this account

## CUSTODIAN(S) OF AGENCY FUND
*(MUST BE AN ACTIVE GPC FACULTY OR STAFF MEMBER)*

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## AUTHORIZED STAFF/FACULTY TO APPROVE EXPENDITURES FOR AGENCY FUND:

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## APPLICANT SIGNATURE

**SIGNATURE:**

**DATE:**

Revised 7.31.13 DSL Version
GEORGIA PERIMETER COLLEGE
AGENCY FUND ACCOUNT AGREEMENT

Georgia Perimeter College and ____________________________ (Custodian(s) of Account), acting as agent(s) for this agency fund mutually acknowledge the college's responsibilities as fiscal agents for the specified account. In accepting this responsibility, the college and custodian(s) of this agency fund account agrees to abide by the requirements described in agency fund account agreement section I-V and BOR Policy 14.1-14.6

I. Overview

GPC agrees to serve as a fiscal agent for an agency fund only after satisfactorily considering all the following:

- The purpose for the agency fund must relate to, but not be a fundamental aspect of, activities dedicated to the achievement of educational, research and public service goals.
- The agency fund is in the best interests of the institution, taking into account all risk management implications.
- The establishment of an agency fund account is appropriate, according to the circumstances and reporting principles involved.
- An agreement governing the agency relationship is established.

The approval and establishment of an agency account does not:

- Automatically entitle the organization to the use of any institution services, other than the normal administration of funds as it relates to cash receipt and disbursement services.
- Place the agency fund under the institution's tax-exempt umbrella. Monies accepted for deposit in an agency fund are not considered tax-deductible gifts to the institution. Expenditures from an agency fund are not entitled to the institution's state sales tax exemption.
- Make the institution liable for any of the organization's debts, liabilities or actions.
- Continue indefinitely. Agency status is contingent on adherence to all institution policies. The institution has the right to close an agency account at its discretion consistent with agreements between the organization and the institution.

II. Terms

Agency accounts are used under the following terms and conditions.

1. Funds accepted for deposit in agency fund accounts are not considered tax-deductible gifts to the institution.
2. The agency fund account should have a positive cash balance at all times. Should a deficit occur, the agency principal is responsible for remedying the deficit balance promptly upon notification. The institution may disapprove disbursements due to insufficient funds.
3. Institution checks will be issued against the agency account using approved disbursement forms.
4. With the exception of Study Abroad program expenses as described in BPM Section 21.4, Purchasing Cards may not be used for any agency account activity.
5. State Funds cannot be used to establish agency accounts nor can state funds be transferred into existing agency accounts.
6. Agency accounts cannot be used as a means of generating revenue for an organization, department or group
7. Custodian(s) is/are responsible for keeping the information current and for informing GPC of any changes. In the event of any changes to the custodian(s), the purpose or terms set forth, the completion of a new agreement will be necessary.
8. Completed reimbursement form with itemized receipts and a statement with detail of expenditures related to agency funds account will be **REQUIRED** in order to be reimbursed for expenditures.
9. All institution policies and procedures must be adhered to as well as applicable U.S. and State of Georgia laws.
10. Note: Agency fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. The applicability of these laws, rules, and regulations is currently under review by the Attorney General of the State of Georgia. Additional guidance shall be provided once available from the Attorney General.

### III. Use of Agency Funds

The status of each agency fund should be reviewed periodically, at least once a year, for the purpose of ensuring whether the agency status should be suspended or revoked. Circumstances to consider include:

1. Failure to adhere to institution policies and procedures.
2. The nature of the activities and functions has changed such that agency account status is no longer appropriate.
3. Deficit balances that are not remedied on a timely basis.
4. In the judgment of the president or designee, suspension or revocation is in the best interest of the institution.
5. Inactive balances should not be carried forward indefinitely from year to year, but should be disposed of in accordance with the agency agreement. (If disposition is not covered in Agency fund application after 18 months of inactive activity balance will be transferred to GPC general operating funds)

Please read all terms & conditions above and sign to acknowledge receipt and responsibility for terms and conditions. Once this application is reviewed, you will be notified of approval and your new agency fund account name and number and if more information is needed to determine eligibility.

**Custodian(s)**

Signature: ___________________________ Date: ________________

Signature: ___________________________ Date: ________________

**Georgia Perimeter College Agent**

Signature: ___________________________ Date: ________________

Approval: ___________________________ Date: ________________

Account Name: ______________________ Account Number/Department ID: ______________________
DATE: ____________

BILL TO: GEORGIA PERIMETER COLLEGE – DECATUR
ACCOUNTING DEPARTMENT
3261 PAN-THERSVILLE ROAD
DECATUR, GA 30034
(678) 897-2965

TYPE OF BUSINESS: EDUCATION
DATE THIS BUSINESS COMMENCED: 1956
TAX EXEMPT: YES CERTIFICATE ATTACHED
ISSUED BY: PURCHASING DEPARTMENT
PURCHASE ORDERS ISSUED: YES
F.E.I. #: 68-1950133

BANK REFERENCES:

NAME: WACHOVIA BANK
ADDRESS: 171 7 STREET
ATLANTA, GA 30363
PHONE: 478-589-4344
ACCT #: 125544337
CONTACT: LAUREL HILL

TYPE OF ACCOUNT: BUSINESS CHECKING

REFERENCES SUPPLIERS:

1. W.W. GRAINGER
3417 LAWRENCEVILLE HIGHWAY
TUCKER, GA 30084
(770) 496-8634
ACCOUNT # 90037371

2. STAPLES
379 N. PEACHTREE ROAD
SUITE 250
ATLANTA, GA 30341
(770) 454-9553
ACCOUNT # 1044105

3. SOUTHERN BUSINESS COMMUNICATIONS
P.O. BOX 7568
NORCROSS, GA 30091
(770) 449-4098

4. DELL USA LP
P.O. BOX 834118
ATLANTA, GA 30363
(512) 513-9029
ACCOUNT # 32738379

____________________________
JAMES L. FARNBAY
ASSOCIATE DIRECTOR LOGISTICAL SERVICES
Dear Colleagues,

Shown below are the FY 2013 guidelines and methods of spending to be followed by all GPC personnel:

**Fiscal 2013 Spending**

As we open our financial system for business in fiscal 2013, Financial Affairs is also rolling out a new discipline surrounding spending or obligating GPC funds. This discipline is necessary for several reasons including:

- The 2013 budget is significantly leaner and we must live within our means.
- Our commitment to our stakeholders that we will bring fiscal integrity back to GPC.

Here is a recap of the new spending procedures that are effective immediately. These new procedures are consistent with Board of Regents policy and State regulations. Following this summary is a high level listing of purchasing methods available.

- All expenditures **must** have prior approval by a Dean, Director or above. This will primarily be handled automatically through e-Pro requisition. Each department number in PeopleSoft will be assigned a department manager. The PeopleSoft department manager will be a GPC employee that is at the appropriate level to approve purchases. P-card or petty cash expenditures must have documentation showing prior approval at the required level.

- All approved obligations **must be encumbered in advance** of the purchase through purchase order. Again, this will be primarily accomplished through e-Pro requisition, which results in a purchase order. The only exceptions to the purchase order requirement are p-card, emergency spending, and petty cash reimbursements.

- Invoices that are submitted for payment at the same time that an e-pro requisition is submitted, or for which there was no purchase order issued, will be considered purchasing violations that may subject the department or employee to corrective action.

- Contracted services must be encumbered at a realistic dollar amount to ensure funds do not lapse. Encumbrance levels should be reviewed periodically throughout the year to ensure they are at the level of projected need for the fiscal year.

- Blanket purchase orders may be used to encumber annual estimates for known expenses such as utilities, telephone service, uniforms, etc. Blanket purchase orders will be closed by year-end since they do not represent legal commitments of the College.

- Inactive purchase orders for specific goods are subject to closing after 6 months of inactivity. Each requestor is responsible for ensuring goods or services received are invoiced in a timely manner.

- Unencumbered funds in lapsing funds may be swept from department budgets at the communicated year-end purchasing deadline.
• Expense reimbursements must be submitted within 45 days from the date that the expense was incurred in order to receive reimbursement. More information regarding travel authorization and reimbursement is forthcoming.

• Agency fund, Grant, Student Activity, Athletic, and Technology fee purchases are not exempt from these procedures and follow the same requirements as all other funding sources.

• As we continue to look for ways to economize, purchase of certain items that would otherwise be allowable expenditures may be prohibited. For example, Ink Jet printer cartridges (and Ink Jet printers) may not be purchased with GPC funds in fiscal 2013.

• Keep in mind that all technology, whether PCs, peripherals, or services, is also routed through OIT for approval and will therefore take longer to process requests.

Thank you in advance for your patience and cooperation with these new procedures. They are absolutely essential to our financial success in FY2013.

**Methods for Obligating or Spending Funds**

By State of Georgia code only the Chief Purchasing Officer (CUPO), the Executive Vice President of Finance and Administration, or the President may pledge credit on the College’s behalf. The purchaser may be personally liable for any purchase made without prior approval from an official named above. All purchases, except where noted below must be encumbered via a purchase requisition prior to the receipt of goods or services.

**P-Cards**

One of the few exceptions to the directive above is P-Card purchases of approved supplies and materials within established limits. Approval from a Dean, Director, or above must be obtained in advance of the purchase. Prior approval documentation must be kept on file. Please see the P-Card manual at [http://depts.gpc.edu/~gpclogic/P-CardCardholderPPManual6-27-11.pdf](http://depts.gpc.edu/~gpclogic/P-CardCardholderPPManual6-27-11.pdf) for full rules and regulations governing the P-Card.

**Contracts**

All contracts obligate the College and are only allowed when approved through proper channels beginning with the Purchasing Department in Logistical Services. Please contact Logistical Services before signing any contract. Contracts must be encumbered through a purchase requisition that is fully executed by Logistical Services. Contracts signed outside this approved process may become the personal obligation of the individual signing the contract.

**Payment Requests**

Payment requests are not an approved method to purchase except in very limited circumstances. Payment requests, with prior approval by a Dean, Director or above, may be used for:

1. Payments on open Purchase Orders or partial payments on any Purchase Order.
2. Institutional memberships and dues under $150.
3. Conference/Meeting registration once travel is approved via the Prior Authorization for Travel form.
4. Library Books and Periodicals.
5. Student Stipend and Reimbursements.
7. Teacher Stipend Payments (Non-Employee).
8. Writers for the Chattahoochee Review, up to $200.

Purchases made for reimbursement via a payment request that do not meet the criteria outlined above may be denied.

**Petty Cash**
Petty cash purchases are for emergencies only and cannot be used as a convenience. Please refer to the petty cash policy at: [http://depts.gpc.edu/~gpcgov/policies/New300/317.pdf](http://depts.gpc.edu/~gpcgov/policies/New300/317.pdf). Purchases made that do not comply with the established policy may become the responsibility of the purchaser.

If you have any questions, please contact Jim Barnaby at 678-891-3326.
OPEN PURCHASE ORDER PROCEDURE (OPO)

An Open Purchase Order (OPO) is an order to buy unspecified supply items or services as needed. It is intended to eliminate small repetitive requests for expendable supplies, material or services by allowing multiple pickups and billings on one order. A specific amount of funds is encumbered for a specified length of time for this purpose. The total amount of an OPO cannot exceed $9,999.99 (including all change orders), and can be effective any dates between July 1 and May 31 of the same fiscal year.

Restrictions placed on OPOs are:

1) No individual purchase can exceed $2499.99
2) No single item purchased can exceed $499.99
3) Items must be picked up by user or delivered directly to user
4) Items that cannot be purchased are:
   * Equipment that cost $500 or more
   * Hazardous or radioactive material
   * Items covered by mandatory State source
   * Items provided by in-house departments
   * Dues, registration fees, travel or related items
   * Personal use items, such as radios, coffee pots, gifts
   * Telecommunication items of any type or value
   * Postage stamps
   * Firearms or explosives
   * Services involving an employer/employee relationship
   * Items subject to Library control
   * Holiday decorations or cards
   * Plants or cut flowers for office use
   * Typing services

The user is responsible for resolving all disputes with the vendor over shipping, pricing, damaged goods, etc. In the event that a solution is not achieved, Purchasing may be called upon to help.

All OPOs will be canceled on June 1 of each year by Purchasing. Invoices received after the cancellation date must be paid under a separate purchase order.

Departments that continuously abuse the open order procedure will have their open order privilege revoked.

NOTE: Departments are reminded that the entire amount of the purchase order is encumbered immediately and, therefore, is not available for other use.

PROCEDURE
1) User confirms that recommended vendor will accept a Georgia Perimeter College Open Purchase Order (OPO), and completes a Request for Supplies or Services (RSS) form, including:

   * "1 Lot" as the quantity and unit
   * A general description of items or services to be purchased proceeded by "Open PO for...."
   * Effective dates (from/to) of the open order
   * State User names

2) User sends completed RSS form to Purchasing.

3) Purchasing issues a purchase order number.

4) Department uses this purchase order number to place orders directly with vendor.

   * Department faxes or phones in order.
   * Department picks up order or has vendor deliver the order directly to the user. (Orders cannot be sent through Central Receiving.)

5) Department has vendor send invoice directly to the user for approval.

   * User acknowledges receipt of the items and approves the cost by signing and dating the invoice. (Purchasing recommends that a stamp with appropriate information blocks be used. See example on invoice.)

   * User forwards 2 copies of invoice (original and copy) to the Purchasing Office for auditing and approval. Purchasing will then forward invoice to Accounts Payable for payment.

   * User can add or delete funds to the OPO by sending a memo or E-mail request to Purchasing before the expiration date or the $9,999.99 limit has been reached.

Expiration dates will not be extended. User must submit a new request for another OPO. A field Purchase Order Correction (FPOC) will not be done for an OPO; a new OPO should be requested. At month end, if you are close to the total amount of the OPO, close that one and request another one.
STAMP SHOULD READ:

I certify that the items or services received are the same specifications, quality and quantity as ordered on PO# ______________________ dated ______________________.

Signed:

Date:_____________________________

RUBBER STAMP TO READ AS ABOVE
ORDER ONLINE:
VENDOR: OFFICE DEPOT

DEPARTMENTS MUST PUT ACCOUNT NUMBERS TO BE CHARGED UNDER THE STAMP.

PURCHASE ORDER CORRECTIONS

- Determine that a correction to a previously issued Field Purchase Order (FPO) is necessary.

- An FPOC must be issued if there is a price increase or decrease of more than $500.00 per line item or if you wish to cancel a Field Purchase Order (FPO). The cumulative total of all FPOC’s issued to an order should not exceed 20% of the grand total of the original FPO.

- Corrections are basically required to resolve significant differences between orders and invoices.

- Purchasing has the latitude to issue corrections when not required by State policy, if decided it is in the best interest of the Agency or is required by internal procedures.

- When specifications of the item delivered are not the same as the FPO specifications, an FPOC is required. In such cases, the Purchasing Department must assure that the changed specification meets or exceeds the original specifications.

- The department may cancel an FPO or approve a price increase or decrease; however, you MUST send in writing to the Purchasing Department and give the reason for the increase or cancellation.

- Purchasing will issue an FPOC to the company. The department will receive a copy of the Field Purchase Order Correction (FPOC); it should be attached to your department copy of the FPO and request for your records.
TO: Procurement Assistant  
CLARKSTON CAMPUS  
PHONE: 678-891-3325  
FAX: 678-891-3932  
FPOC REQUEST  
DATE: ____________  
REQUESTOR NAME: ____________________  

RE: FIELD PURCHASE ORDER CORRECTIONS  
PO #71000.__________ VENDOR ____________________  

Please issue an FPOC to change or cancel to line (items) number(s). circle one.  

<table>
<thead>
<tr>
<th>LINE/ITEM</th>
<th>DESCRIPTION</th>
<th>OLD PRICE</th>
<th>NEW PRICE</th>
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Increase/Decrease the amount of the above purchase order in the amount of $__________, creating a new total of $__________.  

REASON: ______________________________________  
__________________________________________  

Thank you,  

____________________________________  
DEPARTMENT  
____________________________________  
BUDGET MANAGER’S SIGNATURE
IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)

<table>
<thead>
<tr>
<th>Contractor's Name:</th>
<th>GEORGIA PERIMETER COLLEGE</th>
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<tbody>
<tr>
<td>State Entity's Name:</td>
<td>GEORGIA PERIMETER COLLEGE</td>
</tr>
<tr>
<td>State Solicitation/ Contract No.:</td>
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CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the State Entity, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the State Entity at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name) |

Date |

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF ____________ 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

Revised 11/08/11

SPD-SP054
IMMIGRATION AND SECURITY FORM  
(Georgia Security and Immigration Compliance Act Affidavit)

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<td>State Entity’s Name:</td>
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<td>State Solicitation/Contract No.:</td>
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**ADDITIONAL INSTRUCTIONS TO CONTRACTOR:** Identify all subcontractors used to perform under the state contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the State Entity within five (5) days of the addition of any new subcontractor used to perform under the identified state contract.

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Revised 11/08/11

SPD-SP054
# Interoffice Memorandum

**To:** [Click here and type name]  
**Department:**  
- [ ] Accounting Office  
- [ ] Budget Office  
- [ ] Logistical Services  

**From:** [Click here and type name]  
**Department:** [Click here and type name]  
**Campus:**  
- [ ] Alpharetta  
- [ ] Clarkston  
- [ ] Decatur  
- [ ] Dunwoody  
- [ ] Newton  

**Date:** 8/19/2013  
**Re:** [Click here and type subject]  

---

**Documentation:** (Mark all that apply)  

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th>PAYMENT</th>
<th>EVENT/ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Travel Advance Settlement Form</td>
<td>[ ] Budget Transfer and/or Correction Form</td>
<td>[ ] Campus Event Flyer</td>
</tr>
<tr>
<td>[ ] Deposit Receipt/Unused Funds</td>
<td>[ ] Accounting Journal Entry Correction Form</td>
<td>[ ] Campus Event Signature</td>
</tr>
<tr>
<td>[ ] Travel Documentation</td>
<td>[ ] Payment Request Form</td>
<td>[ ] Sheet(s)/Food Log(s)</td>
</tr>
<tr>
<td>(conference agenda, registration form, attendee list)</td>
<td>[ ] Receipt Of Payment</td>
<td>[ ] Contract(s)/Agreement(s)</td>
</tr>
<tr>
<td>[ ] Travel Expense Statement Form</td>
<td>[ ] Student Stipend Paperwork</td>
<td>[ ] Liability insurance and/or Waiver</td>
</tr>
<tr>
<td>[ ] Prior Approval for Travel Authorization Form</td>
<td>[ ] W-9 Form (if GPC student, not required for stipends – but must supply SSN/FI)</td>
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<tr>
<td>[ ] Copy of Approved Travel Authorization Form</td>
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</table>

| [ ] Vendor Invoice(s) (please list) | [ ] Other (please list) |
| [ ] Vendor Name: Invoice No: GPC PO No: Amount $ | Document: |
| [ ] Vendor Name: Invoice No: GPC PO No: Amount $ | Document: |
| [ ] Vendor Name: Invoice No: GPC PO No: Amount $ | Document: |

---

To confirm receipt of this package, please sign, date and return this form to sender. Signature: ______ Date: ______

---

This memo was submitted by The Office of Student Life to the GPC Budget, Accounting and/or Logistical Services Office as a request for confirmation of the documents contained herein.
Special Allocation Request Form  ______-______-______-FY______

To assure timely deliberations and a ruling on requests, the following required materials should be submitted to the Office of Student Life at least thirty (30) days in advance of an event:

1. Special Allocation Request Form
2. Itemized budget
3. Supporting documentation

The following criteria will be used to determine eligibility of campus program using student activity funds:

1. Programs must be open to all students of GPC.
2. Programs must support the mission and vision of the College.
3. Programs should promote co-curricular learning, personal growth and development, leadership development, volunteer or community service.
4. Programs should attempt to partner with existing clubs and organizations.

TYPE OF REQUEST:   Campus ________ College-Wide ________

DEPT. ID NUMBER: _________________________ DATE: ______________

NEW REQUEST: _______________________ (NO ASSIGNED DEPARTMENT)

Club/Organization/Department: __________________________________________ Contact Person: ____________________________

Contact Person’s Phone #: __________________ Contact Person’s Email: ____________________________

Date of Event: _________________________ Event: __________________________________________________

Location of Event: ___________________________________ Time of Event: _______________________________

Requested Item (s) ______________________________________________________________________________

_____________________________________________________________________________________________

Amount Requested: $_____________________

Is the event co-sponsored with a campus club or organization? (Yes____ No____) If yes, please provide the name of the club/organization and the advisor’s information.

Co-Sponsored Club / Organization: ________________________________________________________________

Advisor’s Name: __________________________________ E-mail: ____________________________

Phone_______________________

Please explain in detail how these funds will be used to directly benefit students according the Student Activity Funding (SAF) Guiding Principle which promotes co-curricular learning, personal growth and development, leadership development, and/or volunteer or community service. Be specific citing principle(s) supported. Use additional pages as needed.

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

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_____________________________________________________________________________________________

_____________________________________________________________________________________________
For Office Use Only

*****************************************************************************************************************************************

Hearing Date: ___________________________________________________________________

Request Submitted By: ___________________________________________________________________

Representative who will present the request: ___________________________________________________________________

Amount Requested: _________________ Amount Approved: ________________

SGA______/ ** SAFBC______/ Decision:

☐ Recommend Approval
☐ Recommend Approval with modifications: __________________________________________________________

☐ Recommend Disapproval

Vote Results: For: ________ Against: ________ Abstained: ________

If approved, the following account will be charged: __________________________

If denied, please state reason: __________________________________________________________________________

_______________________________________________________
Student Votes and Signatures: (Yea, Nay, Abstain)

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________

Student Representative Signature: __________________________________________________________ Vote: ________ Date: ____________
## ITEMIZED BUDGET REALLOCATION REQUEST

<table>
<thead>
<tr>
<th>Total</th>
<th>Expenses</th>
<th>Personnel</th>
<th>Travel</th>
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<tbody>
<tr>
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<td>Ex. Printing</td>
<td>Ex. Student Assistants Payroll</td>
<td>Ex. Student Assistants Payroll</td>
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<td>Ex. Event Supplies &amp; Materials</td>
<td>Ex. Clerk Payroll</td>
<td>Ex. Clerk Payroll</td>
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<td>Ex. Student Meals</td>
<td>Ex. Student Mileage</td>
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<td>Ex. Student Hotel</td>
<td>Ex. Student Hotel</td>
<td>Ex. Student Hotel</td>
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</tbody>
</table>

| FY 20__ Requested Per Unit Dollar Amt. x number of participants/items |
|---------------------------|-----------|-------------------|-------------------|

| SAF FY 20—Itemized Proposed Budget - New Funding |
|-----------------|---------------------|---------------------|
| FY 20—Requested Per Unit Dollar Amt. | FY 20—Total |
| $0 | $0 | $0 |
| $0 | $0 | $0 |
| $0 | $0 | $0 |
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| $0 | $0 | $0 |
| $0 | $0 | $0 |
| $0 | $0 | $0 |

Revised 7.31.13 DSL Version 42
This form is to be used to request NEW FUNDS for authorized programs or activities.

To assure timely deliberations and a ruling on requests, all required materials should be submitted to the Office of Student Life at least thirty (30) days in advance of an event.

1. Special Request Form
2. Itemized budget
3. Supporting documentation

The following criteria will be used to determine eligibility of campus program using student activity funds.
5. Programs **must** be open to all students of GPC.
6. Programs **must** support the mission and vision of the College.
7. Programs should promote co-curricular learning, personal growth and development, leadership development, volunteer or community service.
8. Programs should attempt to partner with existing clubs and organizations.

**TYPE OF REQUEST:**  Campus ________ College-Wide ________  [ ] New Funding Request

**ACCOUNT NUMBER:**  ___________________________  **DATE:**  ___________________________

Club/Organization/Department:  ___________________________  **Contact Person:**  ___________________________

Contact Person’s Phone #:  ___________________________  Contact Person’s Email:  ___________________________

Date of Event:  ___________________________  **Event:**  ___________________________

Will you present your request in person?  **Yes**________  **No**________

**Amount Requested:**  "$_____________________

Explain how funds will be used?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please briefly explain how awarded funding will directly benefit students and promote student development?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

For Office Use Only

**Hearing Date:**  ___________________________  **Request Submitted By:**  ___________________________

Representative who will present the request:  ___________________________
## SPECIAL REQUEST ITEMIZED BUDGET – NEW FUNDING

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Amount</th>
<th>Explanation</th>
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<tr>
<td>Total</td>
<td>$0.00</td>
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</tbody>
</table>
SGA____/ Special Request Committee____ Decision: □ Approved (Amount) ______
□ Approved with changes:
□ Denied

Vote Results:  Yea: _______  Nay: _______  Abstained: _______
If denied, please state reason:
___________________________________________________________________________
___________________________________________________________________________

Student Votes and Signatures: (Yea, Nay, Abstain)

SGA Student Representative Signature: ____________________________ Vote: _______ Date: ______

SGA Student Representative Signature: ____________________________ Vote: _______ Date: ______

SGA Student Representative Signature: ____________________________ Vote: _______ Date: ______

SGA Student Representative Signature: ____________________________ Vote: _______ Date: ______

Student Representative Signature: ________________________________ Vote: _______ Date: ______

Student Representative Signature: ________________________________ Vote: _______ Date: ______

Student Representative Signature: ________________________________ Vote: _______ Date: ______

Student Representative Signature: ________________________________ Vote: _______ Date: ______

Administrative Signatures:

SGA President/ Chair: ___________________________________________ Date: ________

SGA Treasurer/ Designee: ________________________________________ Date: ______

Director of Student Life: _________________________________________ Date: ______

Special Request Dean/ Campus Dean: _______________________________ Date: ______

**Vice-President of Student Affairs: _______________________________ Date: __________

Comments and Discussion:
___________________________________________________________________________
___________________________________________________________________________
The College-Wide Special Request Committee has reviewed and approved your request for student activity funds as awarded below:

**Club/Organization:**

**Purpose:**

**Budget:** $2,000.00

**Itemized:**

- Supplies $1,250.00
- Food & Refreshments $750.00

**Comment(s):**

Along with any comment(s) and/or priorities listed above, please be advised that these funds can only be used according to the itemized list above and cannot be transferred to another account or used for the purchase of gift certificates/cards.

The requestor must submit all financial and supporting documents to the Keith Cobbs, Facilitating Dean of Student Services and Budget Manager, for his signature.

Congratulations!

**cc:** Special Request Student Activity Fee Committee
Facilitating Dean
Dr. Vincent June – VP of Student Affairs & Enrollment Management
Funds generated through the student activity fee will support the college's mission statement and be applied to areas that:

1. Provide relevant, responsive, learning-centered higher education that facilitates the achievement of academic, professional and personal goals; particularly out-of-class experiences.
2. Embrace excellence, teamwork, and quality service that link the college’s human capital with the community thus enhancing student life and the overall student experience.
3. Promote economic, social and cultural vitality that improve the overall quality of the campus experience from the student’s perspective.
4. Demonstrate good stewardship and excellent fiscal management by maximizing opportunities for academic success through well planned activities, programs and initiatives.

**FUNDING CATEGORIES**

**College – Wide**
Programs, activities and initiatives with a global perspective that provide opportunities of engagement for the college student population at multiple campus locations, e.g., Homecoming, Cheerleaders, Student Leadership Training, etc.

**Campus**
Programs, activities and initiatives whose primary purpose provides opportunities of engagement for recognized campus specific student population, e.g., Student Clubs, Organizations, Student Life Programming, etc.

**Co-Curriculum Learning**
Integration of campus activities with specific instructional goals and outcomes.

**Curricular Learning**
Classroom learning activities that include theoretical and practical experiences.

**Diversity / Multicultural**
Education on individual and group differences relating to age, ethnicity, gender, race, socio-economic status, physical and mental abilities, sexual orientation, and other human factors.

**Innovation**
Incorporation of innovative methods to enhance learning experiences.

**Leadership Development & Training**
Instruction designed to improve academic success, personal growth and professional achievement.

**Partnership/Collaboration**
Cooperative interaction of students, college personnel and/or the community whose shared vision is to cultivate the college life learning experiences.

**Personal Growth & Development**
Promotion of self-help skills designed to support healthy living lifestyles.
Service

Opportunities that provide students interactive hands on experiences to learn about social issues, apply knowledge and take action in addressing real problems.

INITIATIVE TYPES

REQUEST EVALUATION CRITERIA

1. Programs must be open to all students.
2. Programs must support the vision and mission of the college.
3. Programs must promote funding initiative types.
4. When multiple funding sources are sought, collaboration and partnerships will be encouraged.
GEORGIA PERIMETER COLLEGE
STATEMENT OF UNDERSTANDING

The use of Student Activity Fees (SAF) is a privilege that has been entrusted to your organization by the Student Government Association of Georgia Perimeter College. In order to ensure fiscal accountability, knowledge of the SGA Financial Process and GPC budgeting rules are required.

In this respect, the undersigned have read, understand and agree to the following:

1. I have obtained a copy of the Statutes of the Student Government Association.

2. I am responsible for and agree to abide by the laws and regulations outlined in the Student Activity Fee Codes.

3. I will be completely honest in all dealings with the Student Government Association and GPC.

4. I will not allow the use of SAF funds for personal benefit.

5. Any violation of this Statement of Understanding or law outlined in the Student Activity Fee Codes shall be considered a misuse of SAF funds and subject to sanctions.

____________________________________________________________________
Name of Funded Student Organization or College Department       Date
____________________________________________________________________
Signature, Club Representative                            Date
____________________________________________________________________
Signature, Club Advisor                                  Date
____________________________________________________________________
Account/Department Number                                Date
STUDENT CLUBS & ORGANIZATIONS DEPOSIT FORM (ID #909300000)

__ ALPHARETTA ___CLARKSTON __ DECATUR __ DUNWOODY __ NEWTON

DATE _______________ PREPARED BY _______________

REVENUE INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Use of Facilities-Fine Arts Auditorium (detail code: 2185)</td>
<td>$_______________</td>
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<tr>
<td>Ticket Sales-Fine Arts Performances (detail code: 2260)</td>
<td>$_______________</td>
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<tr>
<td>Ticket Sales-Other (detail code: 2290)</td>
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<td>Alpha Beta Gamma (detail code: 2211)</td>
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<td>Phi Theta Kappa (detail code: 2212)</td>
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<tr>
<td>Phi Theta Kappa-All Other Campuses (detail code: 2195) **</td>
<td>$_______________</td>
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<tr>
<td>Other Revenue-Fund 13000 (detail code: 2195)</td>
<td>$_______________</td>
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<tr>
<td>Sales Tax-Ticket Sales (detail code: 2261)</td>
<td>$_______________</td>
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</table>

TOTAL REVENUES (must equal TOTAL DEPOSIT below) $_______________

DEPOSIT INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Cash (detail code: 91XX)</td>
<td>$_______________</td>
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<tr>
<td>Checks (detail code: 92XX)</td>
<td>$_______________</td>
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<tr>
<td>Credit Cards (detail code: 93XX)</td>
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</tbody>
</table>

TOTAL DEPOSIT (must equal TOTAL REVENUES above) $_______________

**NOTE-A budget transfer form must be completed if using this detail code.

Student Accounts Use Only:

<table>
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<tr>
<th>Date</th>
<th>Receipt No.</th>
<th>Cashier’s Initials</th>
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Revised 7.31.13 DSL Version
Georgia Perimeter College  
Student Clubs & Organizations Registration  
RE-CHARTER APPLICATION

Academic Year____________ - ____________

Recognition as a chartered club requires 1) completion of a re-charter form each academic year, 2) an active membership of at least five currently enrolled students and 3) a cumulative GPA of 2.0 for all officers. Only campus recognized clubs/organizations may use campus facilities and secure funding from the SGA (Student Government Association). Petitions for exceptions and/or provisional chartering information may be obtained in the Office of Student Life.

CLUB / ORGANIZATION
(Please print or type clearly full names)

Date: _________________

Name of Club/Organization:

Meeting day, time and location:

President’s or Chair’s Name:

President’s or Chair’s Student ID#:

Complete Mailing Address:

Phone Number: ___________________ GPC E-Mail: _________________________________

E-mail is the primary mode of communication. Please check your e-mail often.

Signature: ________________________________  Date: ___________________

□My signature above hereby grants the Office of Student Life or Advisor permission to verify my GPA.

ADVISOR
Advisor Name: ______________________________________________________________________

Office Phone Number: _____________________  E-Mail: _________________

Office Use Only – Do Not Write In This Space

CURRENT CONSTITUTION ON FILE: YES______  NO_____

Revised 7.31.13 DSL Version
Student Organization Membership List

Organization Name _________________________   Semester/Year ________________________

Please have all organization members print their full name, Student ID#, and signature. Also indicate if the student is an officer in the organization and what office they hold. All students **must** be currently enrolled and all officers **must** have a minimum cumulative GPA of 2.0 or whatever is required by your organization constitution. By signing, students give the organization advisor and the Office of Student Life permission to verify GPA and enrollment status.

<table>
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<tr>
<th>Print Name</th>
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GEORGIA PERIMETER COLLEGE
STUDENT CLUBS & ORGANIZATIONS REGISTRATION
RE-CHARTER APPLICATION

Student Organization Membership List

Organization Leader’s Signature____________________  Date______________
Advisor’s Signature_______________________________ Date______________

All officers meet 2.0 cumulative GPA requirements: YES_____ NO____
Organization has at least 5 members currently enrolled: YES_____ NO____

Recognition as a chartered club requires 1) an active membership of at least five currently enrolled students and 2) a cumulative GPA of 2.0 for all officers. Only campus recognized clubs/organizations may use campus facilities and secure funding from the SGA (Student Government Association). Petitions for exceptions and/or provisional chartering information may be obtained in the Office of Student Life.
CLUB / ORGANIZATION

Name of Organization: _________________________________________________________________

Type of Organization: _________________________________________________________________
Examples: academic, cultural, service-oriented, political, religious

Acting Leader/President/Chair:
_________________________________________________________________

Active Membership Count: _________________________________________________________________

ADVISOR’S INFORMATION

Advisor Name: ____________________________________________________________________

Office Phone Number: _____________________ E-Mail: ____________________

AFFILIATIONS

Does the club/organization have any affiliations (local, regional, national or GPC departments/programs)?
□ YES □ NO

If yes, please provide the following about the affiliation

Affiliation’s Name:
_________________________________________________________________

Affiliate Representative’s Name: _______________________ Phone number: ________________________

Complete Address
_________________________________________________________________

Phone Number(s) __________________________ E-mail_________________________

ADVISOR

Advisor Name:___________________________________________________________

Office Phone Number: _____________________ E-Mail: ________________________
Please Attach The Following To The Club/Organization Charter Form:

1. Statement of Purpose-why do you wish to exist? Please include any history and organizational goals which will serve GPC students on this campus

2. Petition of Support (25 signatures of currently enrolled students)

3. Proposed Organization Constitution

This statement certifies that the applicant above seeks recognition by SGA to be an officially recognized student organization of Georgia Perimeter College. Official recognition is issued with the understanding that the organization agrees to participate in the Inter-Club Council, remain in regular communication with the Student Life Office, and abide by all regulations officially established by Georgia Perimeter College, Student Government Association, and the University System of Georgia Board of Regents. I willingly assume responsibility for the above named organization’s activities and the appropriate use of college property and funds.

_________________________  __________________________
Acting President’s Signature     Date

_________________________
Advisor’s Signature:            Date

STUDENT CLUBS & ORGANIZATIONS REGISTRATION
CHARTER APPLICATION
FORMING NEW ORGANIZATIONS

Requirements:

1. Any group interested in establishing a club or organization must first submit a charter application. This form must be filled out completely with all supporting documents and submitted to the Office of Student Life.

2. New organizations must have a minimum of five (5) charter members, all of whom must be currently enrolled students with a minimum cumulative GPA of 2.0.

3. At least one student leader and an advisor must be identified.

4. A petition of support signed by at least 25 currently enrolled students must be submitted with the application.

5. In addition, a Statement of Purpose and a Constitution must be submitted with the application.

6. The Director of Student Life will review the request, and if complete and accurate, forward to the SGA ICC Chair for review. The ICC Chair will make a recommendation to the SGA Executive Committee. The Senate will vote on the request.

7. The Senate action will be reported to the designated organization leader and advisor by the SGA ICC Chair.

8. After at least one full semester of active participation, an organization may request a budget from SGA through the campus budget process during the spring semester on the academic year. In the interim, organizations have the right to submit a written request for special funding to SGA.

9. In support of the Georgia Perimeter College mission to support academic excellence, all student leaders are required to have and maintain a minimum cumulative 2.0 GPA or higher as designated by a club/organizations constitution. The Office of Student Life will verify officer’s qualifications at the time of chartering. Thus, it is the responsibility of the organization advisor to verify academic standing when the organization re-charters and at the end of each semester prior to continued services in the upcoming semester of term.

10. All clubs/organizations must abide by the rules and procedures as stated in the Georgia Perimeter College Catalog, the Georgia Perimeter College Student Handbook, the Georgia Perimeter College Student Activity Fee Codes, the Student Government Association Constitution, and all University System of Georgia Board of Regents policies and business practices guidelines.

11. Membership in organizations is open to all currently enrolled students. No organization may limit the membership of their group based on age, race, religion, gender, sexual orientation, or other arbitrary variable. Honors/Professional groups may have limited membership based on GPA or major, as outlined by national, regional, or state organizations, and with the approval of the Director of Student Life under the supervision of the Dean of Student Services.
Guidelines for Writing a Constitution

Preamble: Optional preface to the constitution which usually contains reasons for formation of the club/organization.
Constitution: Consists of a few fundamental provisions clearly and briefly written. There are at least seven provisions usually stated in separate articles. Each article may be divided into sections. The articles are as follows:

Article I: Name - State the official name of the organization.

Article II: Purpose - State the purpose or goals of the organization. The purpose or goals may be identified through a definition or organizational affiliation to academic, cultural, service-oriented, political, religious, etc. The group should not duplicate the ideals of an existing student organization. Be sure to identify any local, regional, or national affiliations with any other groups and clearly identify how the club/organization supports with the Georgia Perimeter College’s vision and/mission.

Article III: Membership - Define eligibility requirements of members inclusive of membership renewal, removal, voluntary discontinuance of membership at any time, paying dues, and GPA requirements, etc. Membership must only be open to Georgia Perimeter College Students and must be open to all qualified registered students. Membership must also include a statement “... the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or nation origin”. Article II must also include guidelines to ensure the organization membership will not practice physically or psychologically abusive hazing behaviors—either intentionally or unintentionally.

Article IV: Officers, Duties, and Requirements - Describe the governance structure. Is there an executive board? Do officers take an oath of office? State the duties of officers (schedules meetings, determines agendas, approve expenditures, etc.). In compliance with the College’s club officer requirements, a statement of good academic standing must also appear in this section.

Article V: Meetings - State approximately how often meetings can be held. Identify who has authority to call meetings. State what number is required for a meeting’s quorum (if appropriate). Identify standing rules for running a meeting i.e. parliamentary procedure, etc.

Article VI: Elections and Officer Replacement/Removal - State how the officers will be elected, appointed, removed or replaced. State what justifies removal. It is strongly suggested that elections be conducted by democratic procedures. State the time line for elections.

Article VII: Judicial Action (Optional) - State the process for disciplining members of the organization.

Article VIII: Finances - State how the organization will be funded (dues, outside sources, SGA).

Article IX: Advisor - State the process for selecting and removing an advisor. Advisors must be Georgia Perimeter College faculty or professional staff members located on the campus where the club is organized. State whether the advisor is a voting or non-voting member. The Director of Student Life reserves the right to remove and/or appoint organization advisors.
Article X: Amendments/Revisions - State the procedures for amending and revising the constitution (posted notices of amendments for two weeks prior to vote, placing an amendment of the floor for two weeks, etc.). State who may propose an amendment and outline the process.

Article XI: Enabling Clause - This must appear at the end of the Constitution: The (name of the organization) agrees to abide by the policies of Georgia Perimeter College as well as all federal, state and local laws. The Constitution and any revisions or amendments must be approved by the Student Life Office prior to implementation.

By-Laws: Contain details necessary to amplify and carry out the provisions of the constitution. All by-laws dealing with the same general subject are grouped together under an article. For instance, there are usually several sections relating to committees. These sections are arranged in consecutive order and together form a by-law or article. By-laws may include the following: Types of Membership; Election of officer/committees; Detailed requirements for membership; Provisions for calling and conducting meetings; Method of admitting new members; Parliamentary authority; Dues; Number of constituting a quorum; Powers/duties of committees; Vote required for decisions; Powers/duties of officers and Procedure for amending by-laws.
All new organizations requesting to register with the SGA **must** receive the support of at least twenty-five (25) currently enrolled Georgia Perimeter College students. Organizations exist to serve the students; therefore this petition of support is an important part of the registration process.

Please return this petition attached to the **SGA ORGANIZATION REGISTRATION FORM** to the Student Life Office.

Name of Organization: __________________________________________________________________

Type of Organization: __________________________________________________________________

Organizational Affiliation: __________________________________________________________________

Purpose of Organization: __________________________________________________________________

Organization Leader Advisor: ____________________________________________________________

By signing below, I attest to the following; I am a currently enrolled student at Georgia Perimeter College, I give permission to verify my registration. I understand the purpose of the proposed organization, and I support the creation of the club/organization for the purpose therefore stated. I also understand all recognized organizations may receive funding through the Student Government Association student activity funds in which I have contributed. Therefore, by signing below, I acknowledge and support the above mentioned organization right to request student activity fee funds.

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<th>Print Name</th>
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<th>Signature</th>
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Introduction

PeopleSoft Travel Expense Module is the official means to request prior travel authorizations and expense reimbursements. Scheduled for a July, 2013 kickoff, it will replace the current method to submit approved Expense Reports and Travel Authorizations.

Expense Reports...
  Travel Related
  Non Travel Related
  Flex Spending
This Ready Reference is designed to assist the Submitter with completing Travel Authorizations and Expense Reports.

- You will have the responsibility to electronically submit your Travel Authorization and Expense Reimbursement transactions to your Budget Manager for review and approval.
- You may opt to delegate your responsibilities to someone else to perform your role.
- You will continue to forward your printed expense report and original receipts to Accounting Services.
  - Accounts Payable [All expense transactions except FSA]
  - General Accounting [Flex Spending]
- Your approved expense reimbursement requests will be reviewed and paid within 7 days business days from when Accounting Services receives your printed expense report and supported backup documentation.

NOTE: The Budget Office is no longer affiliated with the travel-related transactions. Approval of your Travel Authorization rests at Budget Manager Level and all reimbursements are reviewed, approved and paid by Accounting Services.
REVIEWING and APPROVING

There are three methods which can be used to review and approve expenses transactions: Email Notification, Worklist and the Summary Approvals page.

Each of these methods provides the approver with the same set of options: Approve, Deny, Send Back, Hold, and Budget Check. The main difference is the navigation used to reach these approval options.

Summary Approvals Page through the Self-Service portal
Purpose: The Summary Approvals page is accessed through the Manager Self-Service link. By using the Summary Approvals page, an approver can process multiple transactions at one time.
Navigation: From the TEM Home page> Manager Self-Service link>

1. Click the Approve Transactions link.
2. Click the Approve Transactions link.
3. Note: There are seven tabs across the top of this menu which can limit your scope if you wish to focus on a particular type of transaction:
   - Overview, Expense Reports, Time Reports (not used), Time Adjustments (not used), Travel Authorizations, Cash Advances (not used), and Errors.
   - You can search for transactions in a pending approval status.
   - You can change the sort order of transactions and view them sequentially in the new order.
   - You can change the sort order of transactions and view them sequentially in the new order.

4. There are five main actions that can be completed on this page: Approve, Review, Send Back, Hold, and Budget Check.
5. There is a select checkbox next to each transaction which allows you to select multiple transactions (by enabling the checkbox for each line, and then perform one function (such as Send Back) for all selected transactions.
6. There is also a Select All button which will enable the checkbox for all transactions.
7. The convenience of using the summary approval page should not interfere with your responsibility to carefully review each transaction before performing an approval action.
8. To review the details of a transaction, click on an entry in the Description column.
9. Click an entry in the Description column.
10. When the transaction is displayed, you can review the details of the report to determine the appropriate action (e.g. approve, send back, deny, etc.).
    - For Send Back and Deny you will have to add a comment.
11. Click the vertical scrollbar to navigate to the bottom of the page.
12. For Expense Reports and Travel Authorizations, there is a Detail button in the bottom right corner of the page which, if clicked, will display further details for the transaction, including the Accounting Defaults.
13. You are asked to provide an Approval Confirmation before the action is performed. Double check the type and number of transactions that you are approving before clicking the OK button.

14. Click the OK button.

15. Those items you approved have been routed to the next approver level and will no longer appear in your Summary Approvals page.
Quick Links

Travel Policy and Procedures Manual
http://depts.gpc.edu/~gpcbud/travel/GPC%20BPM_Chapter_4.0_Travel%203.1.13.pdf

PeopleSoft TEM Self-Service Portal
https://dfs-fineapps.gafirst.usg.edu/psp/F08PRD/TINEAPPS/TINSS/?cmd=login&languageCd=ENG
# ESSENTIAL TRAVEL PROPOSAL FORM

## Employee/Advisor Contact Information:
- Employee/Advisor (Name):
- ADF #:
- Employee ID #:
- Supervisor/Department Chair (Name):
- Club, Organization or Department:
- GPA Phone:
- GPA Email:

## Travel Information:
- Title/Destination:
- Location (in or out of State Travel):
- Co-Curricular Category:
- GPA Strategic Code:
- Date (departure):
- Time (departure):
- Date (return):
- Time (return):

## Employee Travel Budget:
- Department ID:
- Registration Fee(s): $0.00
- Meal(s): $0.00
- Airline Tickets: $0.00
- Lodging/Hotel: $0.00
- Rental/Vehicle: $0.00
- Taxi/Shuttle: $0.00
- Luggage Fee(s): $0.00
- Mileage: $0.00
- Other: $0.00
- Total Budget: $0.00

## Student Travel Budget:
- Department ID:
- Registration Fee(s): $0.00
- Meal(s): $0.00
- Airline Tickets: $0.00
- Lodging/Hotel: $0.00
- Rental/Vehicle: $0.00
- Taxi/Shuttle: $0.00
- Luggage Fee(s): $0.00
- Mileage: $0.00
- Other: $0.00
- Total Budget: $0.00

## Documentation:
- Conference Agenda:
- Lodging/Hotel Information:
- Airline Ticket Information:
- Rental Car and/or Taxi/Shuttle Information:
- Meal Information (cost per diem based on location):
- Registration Information (cost):
- Mileage Information (use of personal vehicle):
- Student Travel Waiver(s):
- Student Medical Waiver(s):
- Overnight Vehicle Parking Form(s):
- Other Travel Documents:
- Request for Cash Advance:

## Travel Description & Purpose:

## Reviewer Signatures:
- Employee/Advisor Signature:
- Supervisor/Department Chair Signature:
- Associate Coordinator/Administrative Director Signature:
- Director of Student Life Signature:
- Dean of Student Services Signature:

## Travel Authorization Code:

*All supporting documentation for travel reimbursement will need to be submitted within 3 business days of trip completion.*