

SUNY GENESEO

STUDENT ASSOCIATION FINANCIAL POLICY CHECKLIST:

HOW TO USE YOUR BUDGET

Need help figuring out how to use your money or what you're allowed to spend it on?

All forms can be found on SA website under "forms & documents"

- Must have a purchase order issued and approved prior to any purchases
 - May take up to 5 business days for approval process
- **No event** funded by SA **may be held in a bar/tavern** or any venue that operates primarily as such during the sponsored event
- SA funds **CANNOT** be used to purchase alcohol, tobacco products, aspirin or other over the counter medications
- SA funds **CANNOT** be used to purchase gift cards where alcohol or other prohibited items are sold
 - amazon, barnes & noble = good
 - walmart, wegmans = bad
- SA funds **CANNOT** be used to purchase personal items for any individual or groups
 - exception- promotional items that are approved by SA through a memo
 - all promotional items included within budget must be purchased no later than the 4th week of the semester

For more information/help please contact sadba@geneseo.edu