

Per GFAC Bylaws: documentation required only for Items over \$50; items \$50 or less require a general cost estimate only. Receipts for all approved purchases are necessary.



REQUIRED DOCUMENTATION SUBMISSION CHECKLIST

- Vendor quotes/screenshots for all items OVER \$50
- Catering quotes with per-person pricing
- Conference registration information
- Travel calculations using Google Maps (round-trip miles)
- Current VikesConnect roster
- Spring 2026 event calendar
- Previous semester financial report (if applicable)

RSO COMPLIANCE VERIFICATION

- CCE Advisor meeting completed (by Week 4)
- All officers attended leadership training
- Treasurers completed Treasurer training
- Campus engagement tabling participation scheduled or completed
- Minimum programming requirement met
- Previous allocations reconciled with receipts

We understand and agree to:

- Receipts must be submitted within 2 business days of event of end of travel
- Unused funds swept to SGA Excess Fund at the end of the fiscal year
- Reimbursements are a last resort and must be approved through CCE
- NO use personal Venmo/CashApp/PayPal
- Only CCE has the ability to sign contracts
- Must get CCE approval before any purchase is made

SIGNATURES

President: _____ Date: _____

Treasurer: _____ Date: _____

Advisor: _____ Date: _____

FOR CCE USE ONLY

Received: _____ | Compliance: ☐ Pass ☐ Fail | Documentation: ☐ Complete | Approved: \$ _____