

## **Student Government**

# Accounting and Budget FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization
Kerdija Henry	23167229	Kittenry 18	Asian Student Union
Al-Rashad AU	23062968	adistoracdi	Asien Student-Union
	23106044		COHE
Krista Landel	8 za3017423	<u>Klandel 40 fal</u>	u. COHE
Anita Berbia	1 723107923	aberbicke fav.el	COHE
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## Student Government

# Accounting and Budget FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization
Marco Rico	223193953	MRICO LA FAULEUM	muy DE
Matthew Macmersonal Z	23145614	MRICO LO, FAN.EM MMacrero OFay.edy	World
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2-6-13

### Student Government

# Accounting and Budget FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization College of Healthcare Executives ColtE
Myriame Mygri	10250 777	MINATA STOUND	<u> </u>
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Student Government

Accounting and Budget

FISCAL Certification Traning

Z Number 223164084	FAU Email SWatso36@ Fav.	Student Organization  Medical Special HeS  edu commettee
Z 15219987	evormitte faucau	Year book & Medical Specialities Committee
223176061	cyoderz@fau.ed	U "learhook + IMAGE
223175923	aflock@fay.ed	u pediatric interest
	Sand to mind	group
<del></del> :-		
	···	·
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	223164084 215219981 223176061 223185827 223175923	ZNumber FAU Email  223164084 SWatso36@fav.  215219987 evormitte fav.cav  223176061 cyode r2@fav.edv  223185827 ydicke 10@fav.edv  223175923 aflock@fav.edv

· <b>f</b>	Sh Mater
	Name: Shawna Watson
	6/7 Department/Program/Club: Charles & Schmidt
	College of Medicine Medical Specialties Clv
	Medical Special ties (1)
	SGAB Fiscal Assessment #1
N	What is the maximum dollar amount for which a check request can be submitted?
	(a.)\$1,000 K
	b. \$2,500
	c. \$5,000
V2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a. )10 days
	b. 7 days
	c. 5 days
<b>/</b> 3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
	(c. )Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
	a. Invoice
	(b. Quote
/	c. Contract
5)	, and a specific factor of the angular factor of the angular factor of a submitted
	to SGAB? (circle all that apply)
	(a. Associate Dean of Students - 16 OU-UR \$1,000
	(b.) SGAB staff member
	c Coordinator for Administrative Services  (d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
O,	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.) Expense justification form
	b. Vendor invoice
	c. Program registration form
	(d.) Vendor quote
	(e. )Purchase requisition (Banner Reg.)
	f. ) Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
,	submitted to SGAB. (circle one)

False

Name: Shawna Watson	
Department/Program/Club: <u>CESCOM</u> Medical	
maciaties	
Special les -	+,
SGAB Fiscal Assessment #2	して
What must vendors do before you can place an order with them? (circle all that apply)  (a.) Be located in South Florida	
b. Be enrolled in ACH	
c. Completed the vendor application process	
How much time do you have to submit a final invoice after a purchase or receiving your order?  a. 24 hours	
c. 48 hours	
3) Which of the following vendors can you obtain a blanket purchase order for?	
(a.) Chartwells b. Publix	
c. K-Mart	
Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply)	
a. Invoice	
b. Quote	
c. Contract	
If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?	
a. Coordinator for Administrative Services	
b. SGAB staff member	
c. Associate Dean of Students	
d. Director of Operations for Student Affairs	
If your organization is having an event and you need to purchase food items with a purchase order	
from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all the	าat
apply)	
a. Expense justification form	
b. Vendor invoice 🔨	
Ce. Food waiver	
d.) Vendor quote	
e. Purchase requisition (Banner Req.)	
f. Check request &	
7) The student leader of a club or SG Program can sign as an approver on the expense justification form.	
True	
False	
Created on 11/1/2012 by Ryan Frierson	

Name: Erica Vormuttag

Department/Program/Club: Yearbook & MSC

### SGAB Fiscal Assessment #1

	-5.1	
A TOP	What	is the maximum dollar amount for which a check request can be submitted?
		\$1,000
	(b.	) \$2,500 <sub>K</sub>
/	c.	\$5,000
/ 2)	How r	nany business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a.)	10 days
	b.	7 days
	c.	5 days
3)	Which	of the following vendors can you obtain a blanket purchase order for?
		Home Depot
	b.	Wal-Mart _
	(c.)	Costco
4)	Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
	a.	Invoice
	(b.)	Quote /
	c.	Contract
X	If your	anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGA	B? (circle all that apply)
	$\left( \mathbf{a}.\right)$	Associate Dean of Students
	b.	SGAB staff member
	C.	Coordinator for Administrative Services
مند	d.	Director of Operations for Student Affairs —
X ST	lf your	organization is having an event and you need to purchase promotional items with a purchase
•	order, '	which of the following forms need to be submitted to SGAB? (circle all that apply)
		Expense justification form
	(F)	Vendor invoice
	(c)	Program registration form /
	(d.)	Vendor quote 🗸
	e.	Purchase requisition (Banner Req.) K
	f.	Check request
7) 1	The adv	visor/account manager must sign and approve all expense justification forms before they are
S	ubmitt	ted to SGAB. (circle one)
(1	Γrue	
F	alse	

Name: Erica Vormittag

Department/Program/Club: YCAVINOK & MSC

		SGAB FISCAL Assessment #2
5	/3	What must vendors do before you can place an order with them? (circle all that apply)
		a. Be located in South Florida
		(b.) Be enrolled in ACH
		c. Completed the vendor application process
	✓ 2	How much time do you have to submit a final invoice after a purchase or receiving your order?
		a.) 24 hours
		3 business days
	/	c. 48 hours
	3)	Which of the following vendors can you obtain a blanket purchase order for?
		(a.) Chartwells —
	•	b. Publix
	1	c. K-Mart
,5		Which of the following forms must be obtained from a vendor in order to process a check request?
/		(circle all that could apply)
•		Ca_lnvoice 3
		(b) Quote
	4>	© Contract
/	<b>∠</b> √ 5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
<i>}</i>		a. Coordinator for Administrative Services
		(b) SGAB staff member
		c. Associate Dean of Students
		d. Director of Operations for Student Affairs
	6)	If your organization is having an event and you need to purchase food items with a purchase order
		from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
		apply)
		(a) Expense justification form
		b. Vendor invoice
		(c.) Food waiver
		d.) Vendor quote
	,	(e.) Purchase requisition (Banner Req.)
	/71	f. Check request
	/)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	,	True
	•	False)

	Name: Cassandra Yoder
	Name: <u>Cassandra Yoder</u> Department/Program/Club: <u>Yearbook / IMAGE</u> Com
	SGAB Fiscal Assessment #1
C	at is the maximum dollar amount for which a check request can be submitted?
,	(b) \$2,500 c. \$5,000
	v many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB 3 10 days
_	b. 7 days c. 5 days
ä	ich of the following vendors can you obtain a blanket purchase order for? a. Home Depot b. Wal-Mart
	Costco /
	ch of the following forms must be obtained from a vendor in order to receive a purchase order?
<u></u>	Quote /
0	c. Contract
5 If you	ur anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
to SC	GAB? (circle all that apply)
	a. Associate Dean of Students
b	o. SGAB staff member
C	^
<b>4</b> (9	,
5_ 🌃 If you	ur organization is having an event and you need to purchase promotional items with a purchase
orde	r, which of the following forms need to be submitted to SGAB? (circle all that apply)
٩	Expense justification form
Æ	Vendor invoice
(E)	Program registration form
<b>@</b>	Vendor quote —
e	Purchase requisition (Banner Req.) 🔏
f.	
7) The a	advisor/account manager must sign and approve all expense justification forms before they are
subm	nitted to SGAB. (circle one)
(True)	
False	
Created on 11/1/20	012 by Ryan Frierson

Department/Program/Club: \_ **SGAB Fiscal Assessment #2** What must vendors do before you can place an order with them? (circle all that apply) a. Be located in South Florida Be enrolled in ACH\_\_\_ c. Completed the vendor application process How much time do you have to submit a final invoice after a purchase or receiving your order? 🕩 a. 24 hours 🗸 a business days c. 48 hours 3) Which of the following vendors can you obtain a blanket purchase order for? a. Chartwells b. Publix c. K-Mart 4) Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply) (a. Invoice) b. Quote c. Contract If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB? a. Coordinator for Administrative Services b. SGAB staff member c. Associate Dean of Students Director of Operations for Student Affairs -6) If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that (a. Expense justification form) b. Vendor invoice Food waiver . d. Vendor quote e Purchase requisition (Banner Req.) f. Check request 7) The student leader of a club or SG Program can sign as an approver on the expense justification form.

True

		Name: Vaine Dickerson  Department/Program/Club: 0B/Gyn interest group
		Department/Program/Club: 0B/GUN Interest are P
		SGAB Fiscal Assessment #1
X 14	What	is the maximum dollar amount for which a check request can be submitted?
	a.	\$1,000
	Ō.	\$2,500 🗶
/	¢.	\$5,000
<b>√</b> 2)	How n	nany business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a)	10 days 🗸
	b.	7 days
	C.	5 days
<b>3</b> )	Which	of the following vendors can you obtain a blanket purchase order for?
	a.	Home Depot
	b.	Wal-Mart
/	(9)	Costco
4)	Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
	a.	Invoice
	(b)	Quote ✓
	. c.	Contract
( 5)	If your	anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGA	B? (circle all that apply)
	, a.	Associate Dean of Students
	<b>6</b> ?	SGAB staff member
	C.	Coordinator for Administrative Services
	d.	Director of Operations for Student Affairs
54	If your	organization is having an event and you need to purchase promotional items with a purchase
	order,	which of the following forms need to be submitted to SGAB? (circle all that apply)
	a	Expense justification form
	b.	Vendor invoice
	c.	Program registration form
	(d.)	Vendor quote

If your organization is having an event order, which of the following forms ne (a) Expense justification form

e. Purchase requisition (Banner Req.) 🙏

f. Check request

7) The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)

True

False

		Name: Vanu Diversor
		Name: Vanue Di Ususon  Department/Program/Club: OB GYN Interest Crosp
		<b>3</b>
		SGAB Fiscal Assessment #2
. JH	What	must vendors do before you can place an order with them? (circle all that apply)
		Be located in South Florida
_	(b)	Be enrolled in ACH 🗸
	c.	Completed the vendor application process
2)	How r	nuch time do you have to submit a final invoice after a purchase or receiving your order?
	<i>(</i>	24 hours —
	b.	3 business days
/		48 hours
3)	_	of the following vendors can you obtain a blanket purchase order for?
	(a.)	
		K-Mart
		of the following forms must be obtained from a vendor in order to process a check request?
		all that could apply)
		Invoice —
	(P)	Quote
۳.		Contract
ÞΪ		quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a.	
	<b>(b)</b>	SGAB staff member Associate Dean of Students
	c. d.	Director of Operations for Student Affairs
6)		organization is having an event and you need to purchase food items with a purchase order
Ο,		n off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)	n on campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
		Expense justification form
	_	Vendor invoice
	10	Food waiver
	$\mathbb{R}$	Vendor quote /
	8	Purchase requisition (Banner Req.)
	f.	Check request
7)	The stu	ident leader of a club or SG Program can sign as an approver on the expense justification form.

True False

Name: AShley Flock
Department/Program/Club: Pediatric Interest Group

### SGAB Fiscal Assessment #1

1) What is the maximum dollar amount for which a check request can be submitted?	
a. \$1,000	
b. \$2,500	
(c.) \$5,000 ×	
2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGA	AR?
a. 10 days	
$(\overline{b})$ 7 days $K$	
c. 5 days	
A Which of the following vendors can you obtain a blanket purchase order for?	
a. Home Depot	
€ Wal-Mart <i>X</i>	
c. Costco	
Which of the following forms must be obtained from a vendor in order to receive a purchase order?	
a. Invoice	
(b.) Quote	
c. Contract	
5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted	l
to SGAB? (circle all that apply)	
a. Associate Dean of Students	
b. SGAB staff member	
c. Coordinator for Administrative Services	
d. Director of Operations for Student Affairs	
If your organization is having an event and you need to purchase promotional items with a purchase	
order, which of the following forms need to be submitted to SGAB? (circle all that apply)	
b. Vendor invoice K	
Program registration form	
d Vendor quote	
(e.) Purchase requisition (Banner Req.)	
(T.) Check request X	
7) The advisor/account manager must sign and approve all expense justification forms before they are	
_submitted to SGAB. (circle one)	
True	
False	

Name: Ashtey Flock

Department/Program/Club: Pediatric Interest Group

	/		SGAB Fiscal Assessment #2
	1)	What r	must vendors do before you can place an order with them? (circle all that apply)
			Be located in South Florida
		(b.)	Be enrolled in ACH
,		$\widetilde{\mathcal{C}}$	Completed the vendor application process
	2)		such time do you have to submit a final invoice after a purchase or receiving your order?
		( <u>a</u> )	24 hours
		A)	3 business days
	/	C.	48 hours
/:	3) ·	Which	of the following vendors can you obtain a blanket purchase order for?
			Chartwells
		b.	Publix
		c.	K-Mart
, <b>4</b>	7	Which	of the following forms must be obtained from a vendor in order to process a check request?
7			all that could apply)
		a.	Invoice
		(b.)	Quote
		c.	Contract
5	5)	If your	quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
		a.	Coordinator for Administrative Services
		(b.)	SGAB staff member
		c.	Associate Dean of Students
	מש.	d.	Director of Operations for Student Affairs
5		lf your o	organization is having an event and you need to purchase food items with a purchase order
	1	from an	off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	ć	apply)	
		(a.)	Expense justification form
		(b) '	Vendor invoice
		(c.)	Food waiver —
		Ø,	Vendor quote
		(e.)	Purchase requisition (Banner Req.)
_		$\left(\widetilde{f}_{\cdot}\right)$	Check request
/ 7	) 1	The stud	dent leader of a club or SG Program can sign as an approver on the expense justification form.
	1	Frue	
	(F	alse)	
	-		

#1 # z (2)
4.5 4 Student

## **Student Government**

Done 3-11-13

Accounting and Budget FISCAL Certification Traning

	Z Number	FAU Email	Student Organizat	ion
LAUREN VAUGE	JAK	Islaugha 20 Face	edu Global	Health
Elizabeth Martino	Z}319 <b>1</b> }45	Islaughazotau.c	6 Whal Health	Interest Grou
			<del>-</del>	
				**
			· .	

Department/Program/Club: School SGAB Fiscal Assessment #1 K Mhat is the maximum dollar amount for which a check request can be submitted? c. \$5,000 2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB? (a.) 10 days 🗸 b. 7 days c. 5 days 3) Which of the following vendors can you obtain a blanket purchase order for? a. Home Depot b. Wal-Mart Which of the following forms must be obtained from a vendor in order to receive a purchase order? c. Contract If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply) a. Associate Dean of Students b. SGAB staff member c. Coordinator for Administrative Services (d.) Director of Operations for Student Affairs If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply) (a. Expense justification form b. Vendor invoice c. Program registration form X d. Vendor quote 🙊 e. Purchase requisition (Banner Req.) 入 Check request 7) The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one) True False Created on 11/1/2012 by Ryan Frierson

Department/Program/Club:
SGAB Fiscal Assessment #2
What must vendors do before you can place an order with them? (circle all that apply)
a. Be located in South Florida
(b.) Be enrolled in ACH
c. Completed the vendor application process
How much time do you have to submit a final invoice after a purchase or receiving your order?
a. 24 hours
b. 3 business days
(c.) 48 hours K
Which of the following vendors can you obtain a blanket purchase order for?
(a.) Chartwells
ъ. Publix
c. K-Mart
Which of the following forms must be obtained from a vendor in order to process a check request?
(circle all triat could apply)
a. Invoice x
b. Quote
c. Contract
5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
a. Coordinator for Administrative Services
(b.) SGAB staff member
c. Associate Dean of Students
d. Director of Operations for Student Affairs
If your organization is having an event and you need to purchase food items with a purchase order
from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all the apply)
(a.) Expense justification form
b. Vendor invoice
C Food waiver
d. Vendor quote
(e.) Purchase requisition (Banner Req.)
f. Check request
7) The student leader of a club or SG Program can sign as an approver on the expense justification form.
True
False)
Created on 11/1/2012 by Ryan Frierson

Name: Laver Vaughn

	Name: _	Elizabeth Martino
6	Department/Program/Club: _	Global Health Interest Gra
	SGAB Fiscal Assessme	ent #1
b. \$2,500 c. \$5,000	dollar amount for which a check r	
b. 7 days	ays in advance must a Purchase Re	quisition (Banner Req.) be submitted to SGAB?
b. Wal-Mart x	vendors can you obtain a blanket	purchase order for?
c. Costco  4) Which of the following  a. Invoice  b. Quote	forms must be obtained from a ve	endor in order to receive a purchase order?
c. Contract  5) If your anticipated expe  to SGAB? (circle all that  Associate Dean of	appiy)	pense justification form after it's submitted
(b) SGAB staff meml		
<ul><li>6) If your organization is had</li></ul>	aving an event and you need to puwing forms need to be submitted it ion form	rchase promotional items with a purchase to SGAB? (circle all that apply)
d. Vendor quote — Purchase requisiti f. Check request	ion (Banner Req.)	
7) The advisor/account man submitted to SGAB. (circle True ~ False	ager must sign and approve all ex e one)	opense justification forms before they are
Created on 11/1/2012 by Ryan Frierson		

Elizabeta Martin
Name: Elizabeth Martino
Department/Program/Club: 66/11 Health interst
5
SGAB Fiscal Assessment #2
1) What must vendors do before you can place an order with them? (circle all that apply)
(a.) Be located in South Florida
(b.) Be enrolled in ACH
(c.) Completed the vendor application process
How much time do you have to submit a final invoice after a purchase or receiving your order?
(a) 24 hours ~
(b) 3 business days × c. 48 hours
3) Which of the following vendors can you obtain a blanket purchase order for? (a.) Chartwells
b. Publix
c. K-Mart
Which of the following forms must be obtained from a vendor in order to process a check request?
(circle all that could apply)
a. Invoice
b) Quote ×
C. Contract ⊀
5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
(a) Coordinator for Administrative Services
(b.) SGAB staff member
c. Associate Dean of Students
Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase food items with a purchase order
from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)
(a) Expense justification form $\checkmark$
b) Vendor invoice K
(c.) Food waiver
d Vendor quote /
(e) Purchase requisition (Banner Reg.)
f. Check request
/ 7) The student leader of a club or SG Program can sign as an approver on the expense justification form.
True
False
Created on 11/1/2012 by Ryan Frierson

<u>#</u> <u>#2</u> 3.25 5



### **Student Government**

Pone 3-11-13

Accounting and Budget

### FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization
Bruce Milburn	223090549	bnilburn & Fruedu	IMAGE
Lewis Midkiff	Z23203976	Imidkitt@faved	AMA
Colin Malamara	N.J.	CMCNAMA 200 Fau, e)	$_{\omega}$ $AMA$
Jonathan KubiK	23202171	JKub: K1@fau.edy	Student Council
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			<del></del>
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Name: 15/00 1/11/00/
Department/Program/Club: Medicine - MAGE
SGAB Fiscal Assessment #1
1) What is the maximum dollar amount for which a check request can be submitted?
a. \$1,000
b. \$2,500
€. \$5,000 ✓
2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
(a.) 10 days /
b. 7 days
c. 5 days
Which of the following vendors can you obtain a blanket purchase order for?
a. Home Depot
(b.) Wal-Mart 💉
c. Costco
4) Which of the following forms must be obtained from a vendor in order to receive a purchase order?
a. Invoice
(b) Quote /
c. Contract
(2) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
to SGAB? (circle all that apply)
a. Associate Dean of Students
b. SGAB staff member
c. Coordinator for Administrative Services
d. Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase promotional items with a purchase
order, which of the following forms need to be submitted to SGAB? (circle all that apply)
(a.) Expense justification form
Vendor invoice
c. Program registration form
d. Vendor quote
e. Purchase requisition (Banner Req.)  f. Check request
· //
The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)
True
False
eated on 11/1/2012 by Ryan Frierson

Created on 11/1/2012 by Ryan Frierso

Name Rose Miller

Department/Program/Club: Med Cine - 1 MAGE
SGAB Fiscal Assessment #2
1) What must vendors do before you can place an order with them? (circle all that apply)
a. Be located in South Florida
(b.) Be enrolled in ACH
(c.) Completed the vendor application process
How much time do you have to submit a final invoice after a purchase or receiving your order?
a. 24 hours
(b.) 3 business days
c. 48 hours
3) Which of the following vendors can you obtain a blanket purchase order for? (a.) Chartwells
b. Publix
c. K-Mart
4) Which of the following forms must be obtained from a vendor in order to process a check request?
(circle all that could apply)
(a.) Invoice
b. Quote
c. Contract
5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
a. Coordinator for Administrative Services
b. SGAB staff member
C. Associate Dean of Students A
d. Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase food items with a purchase order
from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)
(a.) Expense justification form
b. Vendor invoice
©: Food waiver
d. Vendor quote
(e.) Purchase requisition (Banner Req.)
f. Check request
7) The student leader of a club or SG Program can sign as an approver on the expense justification form.
True
False
Created on 11/1/2012 by Ryan Frierson

Bruce Milburn

	Name: Lewis Midkiff
	Department/Program/Club: AMA
	(5)
,	SGAB Fiscal Assessment #1
1) W	hat is the maximum dollar amount for which a check request can be submitted?
	a. \$1,000
	b. \$2,500
	© \$5,000 <del>-</del>
2) Ho	w many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a./ 10 days —
	b. 7 days
	c. 5 days
3) WF	nich of the following vendors can you obtain a blanket purchase order for?
,	a. Home Depot
	b. Wal-Mart
/ (	c.) Costco
4) Wh	ich of the following forms must be obtained from a vendor in order to receive a purchase order?
	a. Invoice
	b.) Quote
τ√ ( <b>έ</b>	c. Contract
<i>े)</i> ा yo	our anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
10 3	GAB? (circle all that apply)
(	a/ Associate Dean of Students /
·	b. SGAB staff member
	c. Coordinator for Administrative Services d. Director of Operations for Student Affairs -
100	, and the second of the second
orde	our organization is having an event and you need to purchase promotional items with a purchase
	er, which of the following forms need to be submitted to SGAB? (circle all that apply)
`	b. Vendor invoice
	Program registration form $\checkmark$
	d. Vendor quote
	Purchase requisition (Banner Req.) k
_ f	
	advisor/account manager must sign and approve all expense justification forms before they are
	nitted to SGAB. (circle one)
True	The state of the s
False	

7) The advisor/account

Name: Lewis Midkiff
Department/Program/Club:
SGAB Fiscal Assessment #2
1) What must vendors do before you can place an order with them? (circle all that apply)
a. Be located in South Florida
b Be enrolled in ACH
Completed the vendor application process
2) How much time do you have to submit a final invoice after a purchase or receiving your order?
a. 24 hours
b. 3 business days
c. 48 hours
3) Which of the following vendors can you obtain a blanket purchase order for?
a) Chartwells b. Publix
c. K-Mart
Which of the following forms must be obtained from a vendor in order to process a check request?
a. Invoice
(b.) Quote
c. Contract
5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
a. Coordinator for Administrative Services
(b). SGAB staff member
c. Associate Dean of Students
d. Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase food items with a purchase order
from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
apply)
(a.) Expense justification form
b. Vendor invoice c. Food waiver
Vendor quote —
(e) Purchase requisition (Banner Req.)
f. Check request
7) The student leader of a club or SG Program can sign as an approver on the expense justification form.
True
False

<b>\$</b>	C . 11C.1
Name:	Colin Managa
Department/Program/Club:	AMA
1 /	
(/V)	
SGAB Fiscal Assessm	ent #1
What is the maximum dollar amount for which a check	TORUGET COM he said to the
a. \$1,000	request can be submitted?
(b.) \$2,500 K	
c. \$5,000	
2) How many business days in advance must a Purchase Re	equisition (Banner Req.) be submitted to SGAB?
b. 7 days $\mathcal{L}$ (c.) 5 days $\mathcal{L}$	
Which of the following vendors can you obtain a blanke  A. Home Depot	t purchase order for?
(b) Wal-Mart K	
c. Costco	
Which of the following forms must be obtained from a v	endor in order to receive a purchase and an
a. Invoice	a purchase order?
b. Quote	
(c.) Contract /	
5) If your anticipated expense is \$2,750, who will sign the e	xpense justification form after it's submitted
to SGAB? (circle all that apply)  a. Associate Dean of Students	
(b) SGAB staff member	ALANA
c. Coordinator for Administrative Services	
(d) Director of Operations for Student Affairs	
(6) If your organization is having an event and you need to p	urchase promotional items with anymakan
order, which of the following forms need to be submitted	to SGAB? (sircle all that apply)
a. Expense justification form	
(b) Vendor invoice	
c. Program registration form d. Vendor quote	XXXX AN XIX
e.) Purchase requisition (Banner Req.)	
f. Check request	X XXXXXX
7) The advisor/account manager must sign and approve all a submitted to SCAR (single and approve)	avponso justificados
submitted to SGAB. (circle one)	Apense Justification forms before they are
True	1 AM AL
False	- AS I ARX X ARVIN W
Crosted on 11/1/2013 by D	
Created on 11/1/2012 by Ryan Frierson	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Name: Colin McNomana
Department/Program/Club:
SGAB Fiscal Assessment #2
1) What must vendors do before you can place an order with them? (circle all that apply)
a. Be located in South Florida
(b.) Be enrolled in ACH
c. Completed the vendor application process
2) How much time do you have to submit a final invoice after a purchase or receiving your order?
a. 24 hours (b.) 3 business days X
c. 48 hours
/
<ul> <li>Which of the following vendors can you obtain a blanket purchase order for?</li> <li>Chartwells </li> </ul>
b. Publix
c. K-Mart
4) Which of the following forms must be obtained from a vendor in order to process a check request?
(Girote dir triat could apply)
(a) Invoice —
b. Quote
C) Contract  5) If your quote is for \$750, who signs the expense justification for the contract.
7, who signs the expense justification form after it's submitted to scans
a. Coordinator for Administrative Services  (b.) SGAB staff member
c. Associate Dean of Students
d. Director of Operations for Student Affairs
( 6) If your organization is having an event and you need to nurchase food items with a new l
from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
apply)
a. Expense justification form —
(b.) Vendor invoice
c. Food waiver —
d. Vendor quote
e. Purchase requisition (Banner Req.)  f. Check request
7) The student leader of a club or SG Program can sign as an approver on the expense justification form.  True
False
Created on 11/1/2012 by Ryan Frierson

	Department/Program/	Club:	Mr. College	of	Medicine 1	. Student Co
	SGAB Fiscal As	sessment #	<b>‡1</b>			
10X	What is the maximum dollar amount for which a  a. \$1,000 \times b. \$2,500 c. \$5,000					
/	2) How many business days in advance must a Purch a. 10 days b. 7 days K c. 5 days					mitted to SGAB?
/	3) Which of the following vendors can you obtain a ba. Home Depot b. Wal-Mart c Costco					
- 4	4) Which of the following forms must be obtained from a. Invoice  (b.) Quote   c. Contract					
<b>レ</b> /5	5) If your anticipated expense is \$2,750, who will sign to SGAB? (circle all that apply)  (a.) Associate Dean of Students  (b.) SGAB staff member  c. Coordinator for Administrative Services	the expen	ise justifica	tion f	orm after	it's submitted
<b>6</b> )	d. Director of Operations for Student Affairs 6) If your organization is having an event and you nee	d to purch	ase promoi	tional	l items wit	h a nurchaca
	order, which of the following forms need to be sub  (a) Expense justification form  (b) Vendor invoice  c. Program registration form  (d) Vendor quote	mitted to S	GGAB? (circ	le all	that apply	)
7)	<ul> <li>Purchase requisition (Banner Req.)</li> <li>f. Check request</li> <li>7) The advisor/account manager must sign and approximated to SGAB. (circle one)</li> </ul>	e all exper	nse justifica	ition '	forms befo	ore they are
	False					

	Department/Program/Club:
	SGAB Fiscal Assessment #2
1) Wha	t must vendors do before you can place an order with them? (circle all that apply)
	. Be located in South Florida
(Ê	
/ ©	Completed the vendor application process —
2) How	much time do you have to submit a final invoice after a purchase or receiving your order?
(a	/ 24 hours
b	3 business days
	48 hours
(3) Whic	h of the following vendors can you obtain a blanket purchase order for?
(a	
b	Publix
	K-Mart
(4) VVNIC	n of the following forms must be obtained from a vendor in order to process a check request?
	e all that could apply)
а. (б),	
<u>.</u>	Quote Contract
5) If you	
ع, ۱۱ you .a.	r quote is for \$750, who signs the expense justification form after it's submitted to SGAB?  Coordinator for Administrative Services
	SGAB staff member
∠ C.	Associate Dean of Students
(d.	
$\sim$	organization is having an event and you need to purchase food items with a purchase order
from a	in off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
apply)	circle all that
(a)	Expense justification form
b.	Vendor invoice
(C)	Food waiver 🗸
<b>(b)</b>	Vendor quote 🗸
(e)	Purchase requisition (Banner Req.)
f.	Check request
7) The stu	dent leader of a club or SG Program can sign as an approver on the expense justification form.
True	a the trace justification for the
False	

Name: <u>Jonathan Kubik</u>

#2 #2 5.25



## Student Government

Accounting and Budget FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization
Amphie	, ROMO/ 2		MSSUPPART Lander
Joshna Comit		Jenniff Chanled	IN OSD CIVIB CONSIS
aura Geisenheim	ur 23153951	Igasenh@faued	L NSSLHA
Obdi Lane	23089853	Flane 20 @ Pav. odu	NSSHA
Emily Andrade	13050513	eandraaz@fav.	on the Denial Socially
		·	

		Name: OSh Curb  Department/Program/Club: OSD Curb
		Danastmant/Durant (CLV)
		Department/Program/Club:
		SGAB Fiscal Assessment #1
1	) What	is the maximum dollar amount for which a check request can be submitted?
C"		) \$1,000
	b.	\$2,500
		\$5,000
2	How	many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a)	10 days
		7 days
_,		5 days
3)		of the following vendors can you obtain a blanket purchase order for?
		Home Depot
	~~~	Wal-Mart Costs
4١	· ·	Costco
4)	VVIIICI	of the following forms must be obtained from a vendor in order to receive a purchase order?  Invoice
	(b)	
	9	Contract
5)		anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
,	to SGA	AB? (circle all that apply)
		Associate Dean of Students
	<u>(b.</u>	SGAB staff member
	c.	Coordinator for Administrative Services
	, d.	Director of Operations for Student Affairs
6)	If your	organization is having an event and you need to purchase promotional items with a purchase
, .	order,	which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.)	Expense justification form
	b.	Vendor invoice
	(c)	Program registration form
	~	Vendor quote
		Purchase requisition (Banner Req.)
٠,	f.	Check request
7)		visor/account manager must sign and approve all expense justification forms before they are
,	True	ted to SGAB. (circle one)
\	TIUE /	·

True ] False

	Name: <u>Joshua (anit</u>	
	Department/Program/Club:	
	SGAB Fiscal Assessment #2	
1)	) What must vendors do before you can place an order with them? (circle all that apply)	
6,5	a. Be located in South Florida	
	b) Be enrolled in ACH	
	c. Completed the vendor application process	
,2)	) How much time do you have to submit a final invoice after a purchase or receiving your order?	
(Z	a. 24 hours	
	b. 3 business days	
	48 hours	
3)	Which of the following vendors can you obtain a blanket purchase order for?	
	(a.) Chartwells	
	b. Publix	
	c. K-Mart	
4)	Which of the following forms must be obtained from a vendor in order to process a check request?	
	(circle all that could apply)	
	a. Invoice	
	(b.) Quote	
	c. Contract	
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?	
	Coordinator for Administrative Services	
	b. SGAB staff member	
	c. Associate Dean of Students	
۵,	d. Director of Operations for Student Affairs	
6)	, but a parchase order	
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all t	hat
	apply)	
	a Expense justification form	
	b. Vendor invoice	
	c. Food waiver	
	Vendor quote     Russhare requisition (Research Research	
	(e.) Purchase requisition (Banner Req.)	
71	f. Check request	
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form True	١.
	HUE	

True False

`		Name:	Laura	Gesenheimu
		Department/Program/Club:		VSSLHA.
		SGAB Fiscal Assessm	nent #1	
-4				
( <sup>14</sup> )	What	is the maximum dollar amount for which a check	request can be	e submitted?
	a.	\$1,000 \$2,500		
	~⊌:	\$5,000		
21		nany business days in advance must a Purchase R	equisition (Pan	mon Bon \ ho aubmitted to co
-,		10 days	equisition (ban	iner keq.) be submitted to SGAB?
	b.	7 days		
		5 days		
3)	Which	of the following vendors can you obtain a blanke	et purchase ord	er for?
	a.	Home Depot	•	
	þ.	Wal-Mart		
	, (c.)	Costco		
4)	Which	of the following forms must be obtained from a	vendor in ordei	r to receive a purchase order?
	a.	Invoice		
	b.	Quote		
-,		Contract		
5)		anticipated expense is \$2,750, who will sign the	expense justific	cation form after it's submitted
		.B? (circle all that apply) )Associate Dean of Students		
		SGAB staff member		
		Coordinator for Administrative Services		
	d.	Director of Operations for Student Affairs		
6)	i If your	organization is having an event and you need to	purchase prom	otional items with a nurchase
		which of the following forms need to be submitte		•
	_	Expense justification form		,
	b.	Vendor invoice		
	c.	Program registration form		
		Vendor quote		
	(e.)	Purchase requisition (Banner Req.)		
	f	Check request	_	
7)		visor/account manager must sign and approve all	expense justif	ication forms before they are
(		ted to SGAB. (circle one)		
(	True False			
	raise			

Created on 11/1/2012 by Ryan Frierson

	Name: LOUVA GUSENNUMU
	Department/Program/Club: \\\SSLHA
	140001111
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	b. Be enrolled in ACH
	c. Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a.)24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a. chartwells
	b. Publix
J.	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
1	(circle all that could apply)
	d. Invoice
	b.\Quote
	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. doordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
<b>6</b> )	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)
	a. Expense justification form
	b. Vendor invoice
	(c. Food waiver
	d. Vendor quote
	e.) Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	True
	alse

Created on 11/1/2012 by Ryan Frierson

	Name: Un Mul
	Department/Program/Club:
	S
	SGAB Fiscal Assessment #1
<i>(</i> 1) 2)	What is the maximum dollar amount for which a check request can be submitted?  a. \$1,000  b. \$2,500  c. \$5,000  How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB
3)	a. 10 days b. 7 days c. 5 days Which of the following vendors can you obtain a blanket purchase order for? a. Home Depot b. Wal-Mart
4)	c. Costco
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)  a. Associate Dean of Students  b. SGAB staff member  c. Coordinator for Administrative Services  d. Director of Operations for Student Affairs
<b>6</b> )	If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply)  a. Expense justification form  b. Vendor invoice  c. Program registration form  d. Vendor quote  Purchase requisition (Banner Req.)  f. Check request
(	The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)  True  False

Created on 11/1/2012 by Ryan Frierson

10-1

	Name: Odi Land
	Nection
	Department/Program/Club:
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)  Be located in South Florida  Be enrolled in ACH  c. Completed the vendor application process
2)	
3)	c. 48 hours  Which of the following vendors can you obtain a blanket purchase order for?  (a) Chartwells  b. Publix
<b>/4</b> )	c. K-Mart Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply)
	a. Invoice b. Quote c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to \$GAB?  (a) Coordinator for Administrative Services  b. \$GAB staff member  c. Associate Dean of Students
	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	a. Expense justification form  b. Vendor invoice c. Food waiver d. Vendor quote e. Purchase requisition (Banner Req.)
7)	f. Check request  The student leader of a club or SG Program can sign as an approver on the expense justification form.
<b>')</b>	True
ď	False

	Name: <u>Emily Amagade</u>
	Department/Program/Club:
	SGAB Fiscal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted?
	(a). \$1,000
	b. \$2,500
	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAE
	(a) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
41	Costco
4)	a vender in order to receive a purchase order?
	a. Invoice
	(b.) Quote c. Contract
51	
٦,	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)
	Associate Dean of Students
	b. SGAB staff member
	© Coordinator for Administrative Services
	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
C/	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	a Expense justification form
	b. Vendor invoice
	c. Program registration form
	② Vendor quote
	Purchase requisition (Banner Req.)
	f. Check request
	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
	True
	False

Name: _	Emily Aravade
Department/Program/Club: _	Pre Dervai Sociotiu

	ja r	SGAB Fiscal Assessment #2
/( <b>1</b> )	What	must vendors do before you can place an order with them? (circle all that apply)
Ç.Z	a.	Be located in South Florida
	<b>(b)</b>	Be enrolled in ACH
	C.	Completed the vendor application process
2)	How n	nuch time do you have to submit a final invoice after a purchase or receiving your order?
	(a)	24 hours
	b.	3 business days
	c.	48 hours
3)	Which	of the following vendors can you obtain a blanket purchase order for?
	/ (a/	Chartwells
		Publix
		K-Mart
<i>4</i> ) <sup>-</sup>		of the following forms must be obtained from a vendor in order to process a check request?
	(circle	all that could apply)
	a.	Invoice
	( <b>b</b> )	Quote
٠,	©	Contract
5)		quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	4	Coordinator for Administrative Services
		SGAB staff member Associate Dean of Students
		1.1.11
6١		Director of Operations for Student Affairs
υ,		organization is having an event and you need to purchase food items with a purchase order
	apply)	n off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all tha
		Expense justification form
	_	Vendor invoice
		Food waiver
	كحا	Vendor quote
	-	Purchase requisition (Banner Req.)
		Check request
7)		dent leader of a club or SG Program can sign as an approver on the expense justification form.
	True	- The same and an arrangement of the same and arrangement of the same arrangem
(	False	

ſ.	

5-15-13

# #2 Student Government

Accounting and Budget

## FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization
Gabrielle Johnson	223201394	a johns 666 fauredu	The Gems
Ashlee Martenfeld	223154011	amartento fav.	The Gems edu The Gems.
Christine Schmi	it 223044328	cschmitte favec	du Global Medical Brigades.
CARTUR FARCUED	7.157.01457	LEABOUT DEAUTH	U 11 11 11
Tannie Malha	1 200032040	(TMALHOYTOCAL	N COESAC
e interior	7 0000010	OMINIO/ CFA	01 000 0110
Morgen All	en 23052697	Meilen 49	Pike Pikepa Alpha
Juan Rami	vez 2308759	17 j Yamir 56	M COESAC  Pike (P. Kappe Alpha)  Phi Kappa Phi/Tau Beta Pi
			· · · · · · · · · · · · · · · · · · ·
<del></del>			
<u> </u>	<del></del>	<del></del>	·
			<u> </u>

Department/Program/Club: SGAB Fiscal Assessment #1 1) What is the maximum dollar amount for which a check request can be submitted? 2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB? 3) Which of the following vendors can you obtain a blanket purchase order for? a. Home Depot 4) Which of the following forms must be obtained from a vendor in order to receive a purchase order? 5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)

a. Associate Dean of Students

(b.) SGAB staff member

a. \$1,000 (b.)\$2,500 c. \$5,000

(a.) 10 days b. 7 days c. 5 days

b. Wal-Mart (c.) Costco

a. Invoice b. Quote c. Contract

d.) All

c. Coordinator for Administrative Services

(d) Director of Operations for Student Affairs

.6) If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply)

a. Expense justification form

b.) Vendor invoice

Program registration form

(d.) Vendor quote

e. Purchase requisition (Banner Reg.)

Check request

7) The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)



	Name: Gabrielle Johns on
	Department/Program/Club: The Goms
45	
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	(b) Be enrolled in ACH
	(c.) Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a) 24 hours
	b. 3 business days
	c. 48 hours
3)	
	(a.) Chartwells
	b. Publix
- \	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	(a.) Invoice
	b. Quote
<b>-</b> \	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students  d. Director of Operations for Student Affairs
6)	(d.) Director of Operations for Student Affairs  If your organization is having an event and you need to purchase food items with a purchase order
O)	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	(a.) Expense justification form
	b. Vendor invoice
	(c) Food waiver
	d. Vendor quote
	e Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
(	True
,	Falso

True **False** 

	. The second of
	Name: Ashle Martella
	Department/Program/Club: The Com S
	SGAB Fiscal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted?
	a. \$1,000
	(b.) \$2,500
	c. \$5,000
2)	
	a. 10 days
	b. 7 days
	c. 5 days
3)	,
	a. Home Depot
	b. Wal-Mart
	c. Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
	a. Invoice
	b. Quote
	c. Contract
<b>-</b> \	(d.) All
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGAB? (circle all that apply)  a. Associate Dean of Students
	a. Associate Dean of Students (b.) SGAB staff member
	c. Coordinator for Administrative Services
	(d.) Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
۷,	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.) Expense justification form
	(b.) Vendor invoice
	C. Program registration form
	d. Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
~	True
	False
od o	n 11/1/2012 by Ryan Frierran

Created on 11/1/2012 by Ryan Frierson

7) The advisor/account

-	Name: Ashlee MarterCeld
	Department/Program/Club: The Gens.
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	b.) Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a. )24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	a. Invoice
	b. Quote
	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	d.) Director of Operations for Student Affairs
6)	, , , , , , , , , , , , , , , , , , , ,
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	(a.) Expense justification form
	b. Vendor invoice
	(c.) Food waiver
	d. Vendor quote
	(e) Purchase requisition (Banner Req.)

7) The student leader of a club or SG Program can sign as an approver on the expense justification form.

False

Check request

	Name: Christine Shmit
	Department/Program/Club: 610 bal Medical Brigades
	SGAB Fiscal Assessment #1
<b>1)</b>	What is the maximum dollar amount for which a check request can be submitted?  (a. \$1,000)
	b. \$2,500
	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?  a. 10 days  b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
,	a. Home Depot
	b. Wal-Mart
	c. Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
(	a. Invoice
	b. Quote
	c. Contract
	d. All
, <b>5</b> )	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGAB? (circle all that apply)
	a. Associate Dean of Students
	(b. SGAB staff member
	Coordinator for Administrative Services
	d.) Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.) Expense justification form
	b. Vendor invoice
	(c.) Program registration form
	(d.) Vendor quote
	e. Purchase requisition (Banner Req.)
	(f.) Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
(	True
	False

Created on 11/1/2012 by Ryan Frierson

Department/Program/Club: SGAB Fiscal Assessment #2 1) What must vendors do before you can place an order with them? (circle all that apply) a. Be located in South Florida b.) Be enrolled in ACH c. Completed the vendor application process 2) How much time do you have to submit a final invoice after a purchase or receiving your order?

(a.) 24 hours

b. 3 business days

c. 48 hours

3) Which of the following vendors can you obtain a blanket purchase order for?

(a.) Chartwells

**Publix** 

c. K-Mart

4) Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply)

Quote

a. Invoice

Contract

5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?

a. Coordinator for Administrative Services

(b.) SGAB staff member

c. Associate Dean of Students

d. Director of Operations for Student Affairs

6) If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)

Expense justification form

Vendor invoice

c. Food waiver

d) Vendor quote

e. Purchase requisition (Banner Req.)

f. Check request

7) The student leader of a club or SG Program can sign as an approver on the expense justification form.

Name: CARTUA FAIRCHILD

Department/Program/Club: 6LOBAL MEDICAL BRIGADES

SGAB Fiscal Assessment #1			
_1)	What is the maximum dollar amount for which a check request can be submitted?		
	a. \$1,000		
	6. \$2,500		
	c. \$5,000		
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?		
	(a.) 10 days		
	b. 7 days		
	c. 5 days		
, 3)	Which of the following vendors can you obtain a blanket purchase order for?		
	a. Home Depot		
	b. Wal-Mart		
	c. Costco		
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?		
	a. Invoice		
	(b.) Quote		
	c. Contract		
	d. All		
ું5)	, , , , , , , , , , , , , , , , , , , ,		
	to SGAB? (circle all that apply)		
	a. Associate Dean of Students		
	b. SGAB staff member		
	c. Coordinator for Administrative Services		
<i>C</i> \	d. Director of Operations for Student Affairs		
6)	, o , , , , , , , , , , , , , , , , , ,		
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)  a. Expense justification form		
	b. Vendor invoice		
	c. Program registration form		
	d. Vendor quote		
	e. Purchase requisition (Banner Req.)		
	f. Check request		
7)	The advisor/account manager must sign and approve all expense justification forms before they are		
٠	submitted to SGAB. (circle one)		
	True		
	False		

Name: CARTER FAIRCHILD

Department/Program/Club: CLOBAL MEDICAL BRIGADES

### **SGAB Fiscal Assessment #2**

•	SOAD HISCH ASSESSMENT #2
1)	What must vendors do before you can place an order with them? (circle all that apply)  a. Be located in South Florida
	Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
•	a. 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	a. Invoice
	Quote
	Cc. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
-	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	a. Expense justification form
	b. Vendor invoice
	ood waiver
	d. Vendor quote
	e. Purchase requisition (Banner Req.)
٦,	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.

True False Name: Jennifer Mathout

Department/Program/Club: COE SAC

	SGAB Fiscal Assessment #1			
1)	What is the maximum dollar amount for which a check request can be submitted?			
	a. \$1,000			
	(b.)\$2,500			
	c. \$5,000			
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?			
	(a.) 10 days			
	b. 7 days			
	c. 5 days			
3)	Which of the following vendors can you obtain a blanket purchase order for?			
	a. Home Depot			
	b. Wal-Mart			
	(c.)Costco			
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?			
	a. Invoice			
	b.) Quote			
	c. Contract			
	d. All			
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted			
	to SGAB? (circle all that apply)			
	a. Associate Dean of Students			
	b.) SGAB staff member			
	c. Coordinator for Administrative Services			
	d. Director of Operations for Student Affairs			
_6) _	If your organization is having an event and you need to purchase promotional items with a purchase			
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)			
	a. Expense justification form			
	b. Vendor invoice			
	c. Program registration form			
	d. Vendor quote			
	e. Purchase requisition (Banner Req.)			
٠,	f. Check request			
7)	The advisor/account manager must sign and approve all expense justification forms before they are			
	submitted to SGAB. (circle one)			
1	True			

False

Department/Program/Club: **SGAB Fiscal Assessment #2** 1) What must vendors do before you can place an order with them? (circle all that apply) a. Be located in South Florida b. Be enrolled in ACH (c.) Completed the vendor application process 2) How much time do you have to submit a final invoice after a purchase or receiving your order? a. 24 hours b. 3 business days c. 48 hours 3) Which of the following vendors can you obtain a blanket purchase order for? a. ) Chartwells b. Publix c. K-Mart Which of the following forms must be obtained from a vendor in order to process a check requ (circle all that could apply) a. Invoice Quote c. Contract 5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB? a. Coordinator for Administrative Services b. SGAB staff member c. Associate Dean of Students d. Director of Operations for Student Affairs 6) If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply) a. Expense justification form b. Vendor invoice Food waiver d. Vendor quote e.) Purchase requisition (Banner Req.) Check request 7) The student leader of a club or SG Program can sign as an approver on the expense justification form. True False

	Name: Morgen Allen	
	Department/Program/Club: P. Kappe Alphe	_
	SGAB Fiscal Assessment #1	
1)	What is the maximum dollar amount for which a check request can be submitted?	
١.	(a. \$1,000	
	b. \$2,500	
	c. \$5,000	
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAE	3?
	(a.) 10 days	
	b. 7 days	
	c. 5 days	
3)	Which of the following vendors can you obtain a blanket purchase order for?	
	a. Home Depot	
	b. Wal-Mart	
	c. Costco	
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?	
****	a. Invoice	
	b. Quote	
	c. Contract d. All	
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted	
2.0	to SGAB? (circle all that apply)	
	a. Associate Dean of Students	
	(b.) SGAB staff member	
	c. Coordinator for Administrative Services	
	d. Director of Operations for Student Affairs	
6)	If your organization is having an event and you need to purchase promotional items with a purchase	
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)	
	Expense justification form	
	b. Vendor invoice	
	c. Program registration form	
	d.) Vendor quote	
	(e.) Purchase requisition (Banner Req.)	
_\	f. Check request	
7)	The advisor/account manager must sign and approve all expense justification forms before they are	
1	submitted to SGAB. (circle one)	
. (	True	
Created a	False on 11/1/2012 by Ryan Frierson	
S. Cateu L		

Name:	Morgan	Allen	
: Department/Program/Club	0		

### SGAB Fiscal Assessment #2

1)	What must vendors do before you can place an order with the	hem? (circle all that apply)
----	-------------------------------------------------------------	------------------------------

- a. Be located in South Florida
- Be enrolled in ACH
- (c.) Completed the vendor application process
- 2) How much time do you have to submit a final invoice after a purchase or receiving your order?
  - a. 24 hours
  - (b) 3 business days
  - c. 48 hours
- 3) Which of the following vendors can you obtain a blanket purchase order for?
  - a. Chartwells
  - b.) Publix
  - c. K-Mart
- 4) Which of the following forms must be obtained from a vendor in order to process a chesk request? (circle all that could apply)
  - a:) Invoice
    - Quote Contract
- 5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
  - \_a. Coordinator for Administrative Services
  - (b.) SGAB staff member
  - c. Associate Dean of Students
  - d. Director of Operations for Student Affairs
- 6) If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)
  - (a.) Expense justification form
  - Vendor invoice
  - c. Food waiver
  - Vendor quote
  - (e.) Purchase requisition (Banner Req.)
  - f. Check request
- 7) The student leader of a club or SG Program can sign as an approver on the expense justification form.



Name: <u>Juan Ramivez</u>

Department/Program/Club: <u>Phi Kappa Phi/Tau Beta Pi</u>

		SGAB Fiscal Assessment #1
, <b>1</b> )	What is	s the maximum dollar amount for which a check request can be submitted?
100		4.000
	(b.)	\$2,500
		\$5,000
2)	How m	any business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	a.	10 days
	<b>6</b> .	7 days
		5 days
3)	Which	of the following vendors can you obtain a blanket purchase order for?
	a.	Home Depot
	b.	Wal-Mart
		Costco
4)	Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
	a.	Invoice
	b.	Quote
	c.	Contract
	(d.)	All
5)	If your	anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
. 4		AB? (circle all that apply)
	_	Associate Dean of Students
	(b.)	SGAB staff member
	c.	
	(d.)	
6)	If you	organization is having an event and you need to purchase promotional items with a purchase
	order,	which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.)	Expense justification form
	(b.)	Vendor invoice
	Ç <u>c.</u>	Program registration form
	- 1	Vendor quote
	(e.	Purchase requisition (Banner Req.)
	f.	Check request
7)		dvisor/account manager must sign and approve all expense justification forms before they are
		tted to SGAB. (circle one)
	(True)	

**False** 

Name: Juan Ramirez Department/Program/Club: Phi Kappa Phi Tau Beta Pi / IEEE / SHPE

	SGAB FISCAI Assessm	ent #2
1)	What must vendors do before you can place an order w	ith them? (circle all that apply)
-,	a. Be located in South Florida	
	(b) Be enrolled in ACH	
	(c.) Completed the vendor application process	
2)	How much time do you have to submit a final invoice a	ter a purchase or receiving your order?
•	(a.) 24 hours	
	b. 3 business days	
	c. 48 hours	
3)	Which of the following vendors can you obtain a blanke	t purchase order for?
·	(a.) Chartwells	
	b. Publix	
	c. K-Mart	payment
4)	Which of the following forms must be obtained from a	vendor in order to process a <del>check</del> request?
	(circle all that could apply)	
_	a. Invoice	
	Quote	·
	Contract	
5)	If your quote is for \$750, who signs the expense justific	ation form after it's submitted to SGAB?
	<ul> <li>a. Coordinator for Administrative Services</li> </ul>	
	b. SGAB staff member	
	c. Associate Dean of Students	
	d. Director of Operations for Student Affairs	
6)	If your organization is having an event and you need to	purchase food items with a purchase order
	from an off-campus vendor, which of the following for	ns need to be submitted to SGAB? (circle all that
	apply)	
	(a.) Expense justification form	
	b. Vendor invoice	
	© Food waiver	
	d.) Vendor quote	
	(e.) Purchase requisition (Banner Req.)	•
	f. Check request	
7)	The student leader of a club or SG Program can sign as	an approver on the expense justification form.
	True	

False)

#1 #2

## Student Government

# Accounting and Budget FISCAL Certification Traning

Student Name	Z Number	FAU Email	Student Organization
Aci Malca	23156750	amalca Qfau.edu	Di Kappa Alpha left@ 11:4
		<u>Ashannonaous@</u> #w.i	•
B Karla Arms	Inong Z23173589	R <u>Karmstl3@fau</u> e	edu ASAP
Samica Telhomm	ne 223145661	stelhomm@fau.	edu 50
MUNATED MAJOR	723035961	jbragan1@pan	dn Iso
Mariah Besene	231319380	moesset 20 Faves	lu vises
Kest ride Estil	225224374	Kestil 2012 ( Van edu	ASAP
Mathenia	223139675	Kchudeafeuredu	B54
Kenntavius Relexin	Z23027276	KpoterX & for el	BEU
Cayla Florio	223071346	Kfloricofane	dn AMWA
Daniella Hurtad	0 723 8589	6 dhurtalo@fou	edu Competency in Med
I cicqueline Will	NHF Z23116545	swilneff fau	edu JAHMS LIGHT
· · · · · · · · · · · · · · · · · · ·		slangdo w Rundu	
Unitney Woodhull	223190027	wwoodhulefay.	JAHMS, BIG, COMS
Tiltany Olier	723125961	tolievé lauredu	GHIG
Came Myon	5 223191246	cmyers@land	du Amsamedical
Pabert Hom		Chorale Fuel	OB16YN
Lean May	723175978	Imay 90 Fauledu	Student Council
Ramsha Kudia	223194999	Children Con Control	Student council
Jacya Himeral	66416163	JA I TO COLORON	Blan which 3000

## **Student Government**

# Accounting and Budget FISCAL Certification Traning

Student 1	Name	Z Number	FAU Email	Student Organization
Jessica I	tugher	228093425	shughee@fav.edu	Black Student Union
Mariah	Besselfe	23/29380	vnloessetz@fau-1	edu NSCS
De Aund	re Slater	23061732	Delater 4@fau.cdu	Black Student Union
Rodney	Hogan, IC	23/26-777	rhogon 90 favo	le Black Student lenion
Cedric	Brazy	<u> 23131775</u>	Chrazleratoreo	10 Black Student Union
<b>/</b> ~	t-Hom			1 OBIGYN Interest Grown
Ramsh	a Kudia	223194444		charus E Sunmits  Lu college of Med Student Coun
_#	X low rak			- Brain Interest Coup
LATE TO	SPID OF		Legeral tede	ANGOGEON
- Ziggy	Ahlijah		· • • · · · · · · · · · · · · · · · · ·	Black Student Union
- 1 <i>I</i>			A	edy Brain Inferest Grow,
			<u> </u>	
		<u> </u>		
			·	
	_			
	·			

3	Name: Aciel Malea
ì	Department/Program/Club: <u>Pi Kappa</u> Alpha
	SGAB Fiscal Assessment #1
(1)	What is the maximum dollar amount for which a check request can be submitted?
(J1	§ \$1,000
	b. \$2,500
	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	a. 10 days
	b. 7 days
	c. 5 days
3 <b>)</b> /	Which of the following vendors can you obtain a blanket purchase order for?
	(a.) Home Depot
	b. Wal-Mart
4	c. Costco
<del>(4)</del>	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
	(a.) Invoice
-	b. Quote c. Contract
5)	
- C'	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)
	a. Associate Dean of Students
	b. SGAB staff member
	c. Coordinator for Administrative Services
	d. Director of Operations for Student Affairs
6) 1	f your organization is having an event and you need to purchase promotional items with a purchase
- C.	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a) Expense justification form
	(b) Vendor invoice
	c. Program registration form
	d. Vendor quote
	© Purchase requisition (Banner Req.)
	f. Check request
7) 1	he advisor/account manager must sign and approve all expense justification forms before they are
	ubmitted to SGAB. (circle one)
-	rue
F	alse
reated on 1	1/1/2012 by Ryan Frierson

.25	Name: Ari Malca	
	Department/Program/Club: Pi Lana Alpha	_
	The second of th	
	SGAB Fiscal Assessment #2	
1	) What must vendors do before you can place an order with them? (circle all that apply)	
	a. Be located in South Florida	
	(b) Be enrolled in ACH	
	(c.) Completed the vendor application process	
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?	
	(a) 24 hours	
	b. 3 business days	
	c. 48 hours	
3)	Which of the following vendors can you obtain a blanket purchase order for?	
	(a.) Chartwells	
	b. Publix	
	c. K-Mart	
4)	Which of the following forms must be obtained from a vendor in order to process a check request?	
	(circle all that could apply)	
	(a.) Invoice	
	b. Quote	
- Le	c. Contract	
ੁ5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?	
	a. Coordinator for Administrative Services	
	b. SGAB staff member	
	c. Associate Dean of Students	
<b>6</b> \	d. Director of Operations for Student Affairs	
6)	If your organization is having an event and you need to purchase food items with a purchase order	
-	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that	t
	apply)	
	a. Expense justification form	
	(b.) Vendor invoice	
	C. Food waiver	
	Vendor quote	
	(e.) Purchase requisition (Banner Req.)	
71	f. Check request	
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.	
,	True	

True False

	Name: Amy Shannon
	Department/Program/Club:NSCS
	Maca
	SGAB Fiscal Assessment #1
1) Wha	·
<i>∂</i> ′,a	t is the maximum dollar amount for which a check request can be submitted?  \$1,000
_	. \$2,500
	. \$5,000
2) How	many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
(a)	10 days
b.	. 7 days
c.	5 days
3) Which	h of the following vendors can you obtain a blanket purchase order for?
a.	Home Depot
<u>(6)</u>	Wal-Mart
	Costco
4) Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
a.	Invoice
~	Quote
(c)	Contract
to Sev	r anticipated expense is \$2,750, who will sign the expense justification form after it's submitted AB? (circle all that apply)
	Associate Dean of Students
<b>/b</b> .	SGAB staff member
c.	Coordinator for Administrative Services
(d)	Director of Operations for Student Affairs
6) If your	organization is having an event and you need to purchase promotional items with a purchase
order,	which of the following forms need to be submitted to SGAB? (circle all that apply)
<b>(a)</b>	Expense justification form
(b.)	Vendor invoice
c.	Program registration form
1 /	Vendor quote
<b>E</b>	Purchase requisition (Banner Req.)
f.	Check request
7) The adv	visor/account manager must sign and approve all expense justification forms before they are
submitt	ted to SGAB. (circle one)
rue	
raise	
ed on 11/1/2012	by Ryan Frierson

Created on 11/1/2012 by Ryan Frierson

•••		Name: Amy Shannon
		Department/Program/Club: NSCS
		ing to the control of
		COAD TILLIA
		SGAB Fiscal Assessment #2
1)	What	must vendors do before you can place an order with them? (circle all that apply)
		Be located in South Florida
	6	Be enrolled in ACH
	Ô	Completed the vendor application process
2)	How n	nuch time do you have to submit a final invoice after a purchase or receiving your order?
	<u>a</u>	
	b.	3 business days
	C.	48 hours
3)	Which	of the following vendors can you obtain a blanket purchase order for?
	( <u>a</u> )	Chartwells
	b.	Publix
		K-Mart
4)		of the following forms must be obtained from a vendor in order to process a check request?
	$\sim$	all that could apply)
	( <u>a</u> )	Invoice
		Quote
	C.	Contract
5)		quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
		Coordinator for Administrative Services
		SGAB staff member
		Associate Dean of Students
<b>C</b> \	(d)	Director of Operations for Student Affairs
6)		organization is having an event and you need to purchase food items with a purchase order
		n off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)	Expense justification form
	(h	Vendor invoice
	<u>(A)</u>	Food waiver
	9	Vendor quote
	(e)	Purchase requisition (Banner Req.)
		Check request
7)		ident leader of a club or SG Program can sign as an approver on the expense justification form.
	True	as an approver on the expense justification form.

True (False)

	Name: Karla Armstrong
	Department/Program/Club: <u>ASAP</u>
	Department/Program/Ciub.
	SGAB Fiscal Assessment #1
	SQAD Fistal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted?
	a. \$1,000
	b. \$2,500
	(c.) \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a.) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
	(c. )Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
	a. Invoice
	(b.) Quote
	c. Contract
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
*,*	to SGAB? (circle all that apply)
	7a. Associate Dean of Students
,	b. SGAB staff member
	c. Coordinator for Administrative Services
	d. Director of Operations for Student Affairs  If your organization is having an event and you need to purchase promotional items with a purchase
6} {/	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	To a superior form
	b. Vendor invoice
	c. Program registration form
	d. Vendor quote -
	e. Purchase requisition (Banner Req.)
	f. Check request
71	when the same same must sign and approve all expense justification forms before they are
7)	submitted to SGAB. (circle one)
	(True)
	False

Name: <u>harla Hrmstrong</u>

Department/Program/Club: <u>ASAP</u>

### SGAB Fiscal Assessment #2

1)	What must vendors do before you can place an order with them? (circle all that apply)
	and the state of t

- a. Be located in South Florida
- (б) Be enrolled in ACH
- (c.) Completed the vendor application process
- 2) How much time do you have to submit a final invoice after a purchase or receiving your order?
  - (a.) 24 hours
    - b. 3 business days
  - c. 48 hours
- 3) Which of the following vendors can you obtain a blanket purchase order for?
  - (a.) Chartwells
  - b. Publix
  - c. K-Mart
- 4) Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply)
  - a. Invoice
  - (Quote
  - c. Contract
- 5) If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
  - a. Coordinator for Administrative Services
  - b. SGAB staff member
  - c. Associate Dean of Students
  - (d.) Director of Operations for Student Affairs
  - 6) If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)
    - (a.) Expense justification form
    - b. Vendor invoice
    - (c.) Food waiver
    - d.) Vendor quote
    - (e.) Purchase requisition (Banner Req.)
    - f. Check request
  - 7) The student leader of a club or SG Program can sign as an approver on the expense justification form.

Department/Program/Club:
SGAB Fiscal Assessment #1
1) What is the maximum dollar amount for which a check request can be submitted?
(a) \$1,000
\$2,500
\$5,000
2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB
→ (a.) 10 days
7 days
5 days
3) Which of the following vendors can you obtain a blanket purchase order for?
# Home Depot
👸. ְ Wal-Mart
→ C Costco
4) Which of the following forms must be obtained from a vendor in order to receive a purchase order?
Invoice
—7 (b) Quote
Contract
5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
to SGAB? (circle all that apply)
-> @ Associate Dean of Students
SGAB staff member
Coordinator for Administrative Services
Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase promotional items with a purchase
order, which of the following forms need to be submitted to SGAB? (circle all that apply)
—> (a) Expense justification form
Vendor invoice
Program registration form
-> dd Vendor quote
—> Purchase requisition (Banner Req.)
Check request
7) The advisor/account manager must sign and approve all expense justification forms before they are
submitted to SGAB. (circle one)
—> (True)

Name: <u>Samica Telhomme</u>

		Department/Program/Club:
		SGAB Fiscal Assessment #2
1)	NA/bat v	must vendors do before you can place an order with them? (circle all that apply)
1)	Wildli	Be located in South Florida
	-> (b)	Be enrolled in ACH
		Completed the vendor application process
٦١	-> L.)	nuch time do you have to submit a final invoice after a purchase or receiving your order?
	now 11 ->> (a)	24 hours
-	~) (d.	3 business days
	1934. 11.4	48 hours
- 21	## \A/bich	of the following vendors can you obtain a blanket purchase order for?
3)	$\bigcirc$	Chartwells
	(ai) جرد ها	Publix
		K-Mart
۸)	₩ Which	of the following forms must be obtained from a vendor in order to process a check request?
7,		all that could apply)
	7 (2)	Invoice
•	ーノ (Jy Mg	Quote
	issi. Issi	Contract
5)	์ If vou	r quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
7,51	, o	Coordinator for Administrative Services
		SGAB staff member
	4	Associate Dean of Students
	-> (d.)	Director of Operations for Student Affairs
6)	If you	r organization is having an event and you need to purchase food items with a purchase order
-,	from	an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply	
نسب	> a	Expense justification form
		Vendor invoice
	-> Ĝ	Food waiver
	ر ان حب	Vendor quote
	(e.	Purchase requisition (Banner Req.)
	A.	Check request
71	The s	tudent leader of a club or SG Program can sign as an approver on the expense justification form.
٠,		
>	False	<b>)</b>
-		

Name: <u>Samica Telhomme</u>

	Name: _	JOHN	BRAGANZA	<u> </u>	·
	Department/Program/Club: _	INT	CENATIONAL	STUDEM	ORG.
	SGAB Fiscal Assessm	ent #1			
.1)	What is the maximum dollar amount for which a check	request ca	n be submitted	l?	
₹ <b>'</b>	(a) \$1,000	•		<b>S</b>	
	b. \$2,500				
	c. \$5,000				
2)	How many business days in advance must a Purchase R	equisition	(Banner Req.) l	oe submitted	l to SGAB?
	(a) 10 days				
	b. 7 days				
	c. 5 days	•			
3)	Which of the following vendors can you obtain a blank	et purchase	e order for?		
	a. Home Depot				
	b) Wal-Mart				
	C. Costco				
4)	Which of the following forms must be obtained from a	vendor in	order to receive	e a purchase	order?
	a Invoice				
	b. Quote				
	c. Contract		estification form	n mftar it/e ei	hnittad
5)	If your anticipated expense is \$2,750, who will sign the	expense ju	ISTRICATION TON	ii ditei it 5 St	ibmitted
`.'	to SGAB? (circle all that apply)				
	a. Associate Dean of Students				
	b. SGAB staff member c. Coordinator for Administrative Services				
	d Director of Operations for Student Affairs				
e)	If your organization is having an event and you need to	nurchase	promotional it	ems with a p	urchase
J	order, which of the following forms need to be submit	ted to SGA	B? (circle all th:	at apply)	
	a. Expense justification form		·	, , , , ,	
	(b) Vendor invoice				
	c. Program registration form				
	d. Vendor quote				
	e. Purchase requisition (Banner Req.)				
	f. Check request		·		
7)	The advisor/account manager must sign and approve a	all expense	justification fo	rms before t	hey are
,	submitted to SGAB. (circle one)				
(	True				

True **False** 

grad	ISO
	Department/Program/Club:
	SGAB Fiscal Assessment #2
	SUAD FISCAI ASSESSINGIL #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	(b) Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	a. 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
-	(a) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	a) Invoice
	b. Quote
	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	Director of Operations for Student Affairs  If your organization is having an event and you need to purchase food items with a purchase order
6)	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	Expense justification form
	(b) Vendor invoice
	© Food waiver  d Vendor quote
	Control of Pannar Pag
	f. Check request
٦١	
7)	
	True
	(Lapse)

Created on 11/1/2012 by Ryan Frierson

JOHN BRAGAMZA

,		Name: Kestride Estil
		Department/Program/Club: <u>RC ASAP</u>
	•	
		SGAB Fiscal Assessment #1
<b>4</b> ).	144	
( <u>,</u>	(A)	is the maximum dollar amount for which a check request can be submitted?
	(a)	\$1,000
		\$2,500 \$5,000
2)		pany business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
۷)	(a)	10 days
		7 days
		5 days
3)		of the following vendors can you obtain a blanket purchase order for?
-,		Home Depot
		Wal-Mart
	(E.)	Costco
4)	Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
	a.	Invoice
	(b.)	Quote
	C.	Contract
5)	If your	anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
1	to SGA	B? (circle all that apply)
		Associate Dean of Students
		SGAB staff member
		Coordinator for Administrative Services
		Director of Operations for Student Affairs
6)		organization is having an event and you need to purchase promotional items with a purchase
	$\sim$	which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a)	Expense justification form
	(b.)	Vendor invoice
÷		Program registration form
	_	Vendor quote
	(e.)	Purchase requisition (Banner Req.)
·~ \	T.	Check request visor/account manager must sign and approve all expense justification forms before they are
7)		ted to SGAB. (circle one)
ί		ted to SGAB. (circle one)
`	True False	
	1 0130	

	Name: <u>Nestrice Estil</u>
٠. ٩	in MONSAR
	Department/Program/Club: De ASAP
	SGAB Fiscal Assessment #2
	What must vendors do before you can place an order with them? (circle all that apply)
1)	not be assisted in Courth Florida
	(b) Be enrolled in ACH (c) Completed the vendor application process
_,	How much time do you have to submit a final invoice after a purchase or receiving your order?
2)	
	(a.) 24 hours
	b. 3 business days
	c. 48 hours Which of the following vendors can you obtain a blanket purchase order for?
3)	
	(a) Chartwells
	b. Publix
- \	c. K-Mart Which of the following forms must be obtained from a vendor in order to process a check request?
4)	
	(circle all that could apply)
	(a.) Invoice
	Quote
-\	c. Contract  If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
/ <b>5</b> }	counting ten for Administrative Services
	b. SGAB staff member
	Control of Students
	On a to a continue for Student Affairs
<b>C</b> \	If your organization is having an event and you need to purchase food items with a purchase order
נס	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply) (a) Expense justification form
	(a.) Expense justification form  b. Vendor invoice
	(c.) Food waiver (d.) Vendor quote
	(e) Purchase requisition (Banner Req.)
	f. Check request
<b>→</b> ,	The student leader of a club or SG Program can sign as an approver on the expense justification form.
/)	The student leader of a side of the side o

	Name: Kathenu Claudu
	BSU BSU
	Department/Program/Club:
	SGAB Fiscal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted?
	a. \$1,000
	(b) \$2,500
	\$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	3 10 days
	(b) 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
	(c.) Costco Which of the following forms must be obtained from a vendor in order to receive a purchase order?
4)	
	a. Invoice
	Quote
	c. Contract  If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
5)	
	to SGAB? (circle all that apply)
	Associate Dean of Students     SCAR staff momber
	b. SGAB staff member Coordinator for Administrative Services
	d. Director of Operations for Student Affairs
<b>6</b> \	If your organization is having an event and you need to purchase promotional items with a purchase
Ю),	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a) Expense justification form
	Vendor invoice
	Program registration form
	d. Vendor quote
	(e.) Purchase requisition (Banner Req.)
	f Chack request
7)	The state of the second manager must sign and approve all expense justification forms before they are
"	submitted to SGAB. (circle one)
6	(True)
•	

False

	Name: KOTHING CHUCL
. • b	Q S []
	Department/Program/Club:
	SGAB Fiscal Assessment #2
	to and an with thom? (circle all that apply)
1) W	hat must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	Be enrolled in ACH
	Completed the vendor application process
2) Ho	w much time do you have to submit a final invoice after a purchase or receiving your order?
	(a) 24 hours
	b. 3 business days
	48 hours
3) W	thich of the following vendors can you obtain a blanket purchase order for?
•	(a.) Chartwells
	b. Publix
	c. K-Mart
4) W	c. K-Mart Vhich of the following forms must be obtained from a vendor in order to process a check request?
(c	circle all that could apply)
	a) Invoice
	Quote
	c. Contract
5) II	f your quote is for \$750, who signs the expense justification form after it's submitted to 30AB.
) · · ·	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	Condont Affairs
6) I	/ / and you need to purchase 1000 items with a paramase of as-
4	f your organization is having an event and you need to parentee. From an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
•	Expense justification form
	Vendor invoice
	Food waiver
	Vendor quote
	Purchase requisition (Banner Req.)
	N.,
	Check request  The student leader of a club or SG Program can sign as an approver on the expense justification form.
7)	The student leader of a class of a first state

True (False Name: Kenntarione Chetrikin

Department/Program/Club: Black Student Union

	SGAB Fiscal Assessment #1
. 1)	What is the maximum dollar amount for which a check request can be submitted?
£.,	a. \$1,000
	b. \$2,500
(	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB
	a. 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
	C. Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
5.7	a. Invoice
	b. Quote
	c. Contract
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGAB? (circle all that apply)
	a. Associate Dean of Students
	b. SGAB staff member
	c. Coordinator for Administrative Services
	d. Director of Operations for Student Affairs  If your organization is having an event and you need to purchase promotional items with a purchase
6)	If your organization is having an event and you need to but this provided the SGAB? (circle all that apply)
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	a. Expense justification form
	b. Vendor invoice
	c. Program registration form
	d. Vendor quote
	e. Purchase requisition (Banner Req.)
	<ul> <li>f. Check request</li> <li>) The advisor/account manager must sign and approve all expense justification forms before they are</li> </ul>
7	
	submitted to SGAB. (circle one)
	True
	False

	Name: Konntanius L. Peterki.
<b>,</b>	Department/Program/Club: Black Student Unin
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
•	a. Be located in South Florida
	b. Be enrolled in ACH
	C. Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
-	a. 24 hours
	b. 3 business days
	C. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
•	(a. Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
·	(circle all that could apply)
	a. Invoice)
	b. Quote
	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	d. Director of Operations for Student Affairs
6)	
£.	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	a. Expense justification form
	b. Vendor invoice
	c. Food waiver
	d. Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
721	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	True
7	(False)
(	

Name: Kayla Florio
Department/Program/Club: A MWA
2.D
SGAB Fiscal Assessment #1
4) What is the maximum dollar amount for which a check request can be submitted?
a. \$1,000
(b.) \$2,500
c. \$5,000
2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB
a) 10 days
b. 7 days
5 days
3) Which of the following vendors can you obtain a blanket purchase order for?
a. Home Depot
b. Wal-Mart
C Costco
4) Which of the following forms must be obtained from a vendor in order to receive a purchase order?
a. Invoice
(b.) Quote
c. Contract
5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
to SGAB? (circle all that apply)
Associate Dean of Students
SGAB staff member
c. Coordinator for Administrative Services
(d.) Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase promotional items with a purchase
order, which of the following forms need to be submitted to SGAB? (circle all that apply)
(a.) Expense justification form b. Vendor invoice
c. Program registration form d. Vendor quote
e. Purchase requisition (Banner Req.)
f. Check request
7) The advisor/account manager must sign and approve all expense justification forms before they are
submitted to SGAB. (circle one)
True
False
Created on 11/1/2012 by Ryan Frierson

	Name: Kayla Hovio
,	Department/Program/Club: American Medical Woman
	Association
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)  a. Be located in South Florida  b. Be enrolled in ACH  c. Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?  a. 24 hours  b. 3 business days  c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?  a Chartwells b. Publix c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?  (circle all that could apply)  (a.) Invoice (b.) Quote (c.) Contract
<b>/5)</b>	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?  a. Coordinator for Administrative Services  b. SGAB staff member  c. Associate Dean of Students  d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)  a.) Expense justification form b. Vendor invoice
	c. Food waiver d Vendor quote e. Purchase requisition (Banner Req.) f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.  True

True False

Department/Program/Club: <u>೧ ನಿ (</u>	ne of Medi	cine
Can	Spanish	Medical
SGAB Fiscal Assessment #1		
(1) What is the maximum dollar amount for which a check request	t can be submitted?	)
6. \$2,500 c. \$5,000		
2) How many business days in advance must a Purchase Requisition 10 days	on (Banner Req.) be	submitted to SGAB
b. 7 days c. 5 days		
<ul><li>3) Which of the following vendors can you obtain a blanket purch:</li><li>a. Home Depot</li><li>b. Wal-Mart</li></ul>	ase order for?	
<ul> <li>Costco</li> <li>Which of the following forms must be obtained from a vendor i</li> <li>a. Invoice</li> </ul>	n order to receive a	a purchase order?
b. Quote c. Contract		
5) If your anticipated expense is \$2,750, who will sign the expense to SGAB? (circle all that apply)	justification form a	after it's submitted
<ul><li>a. Associate Dean of Students</li><li>b SGAB staff member</li></ul>		
<ul><li>c. Coordinator for Administrative Services</li><li>d. Director of Operations for Student Affairs</li></ul>		
order, which of the following forms need to be submitted to SG.  Expense justification form	e promotional item AB? (circle all that a	s with a purchase apply)
b. Vendor invoice  © Program registration form		
d. Vendor quote e. Purchase requisition (Banner Req.)		
f. Check request		
<ol> <li>The advisor/account manager must sign and approve all expense submitted to SGAB. (circle one)</li> <li>True</li> </ol>	e justification forms	s before they are
False		
Created on 11/1/2012 by Ryan Frierson		

Name: Daniella Hurtado

<b>.</b>	Name: Daniella Hurtado
	Department/Program/Club: College of Medicino
	Compaiency in Uldical Spanish SGAB Fiscal Assessment #2
1) V	What must vendors do before you can place an order with them? (circle all that apply)  a. Be located in South Florida  b. Be enrolled in ACH  c. Completed the vendor application process
	low much time do you have to submit a final invoice after a purchase or receiving your order?  a. 24 hours  b. 3 business days  c. 48 hours  Vhich of the following vendors can you obtain a blanket purchase order for?
5) V	a. Chartwells  b. Publix  c. K-Mart
•	Which of the following forms must be obtained from a vendor in order to process a check request?  circle all that could apply)  a. Invoice  b. Quote  c. Contract
C.	your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?  a. Coordinator for Administrative Services  b. SGAB staff member  c. Associate Dean of Students  d. Director of Operations for Student Affairs
fr	your organization is having an event and you need to purchase food items with a purchase order rom an off-campus vendor which of the following forms need to be submitted to SGAB? (circle all that pply)  (a.) Expense justification form  (b.) Vendor invoice
7) TI	C. Food waiver  E. Purchase requisition (Banner Req.)  f. Check request  he student leader of a club or SG Program can sign as an approver on the expense justification form.
Ţ	rue

Created on 11/1/2012 by Ryan Frierson

Department/Program/Club: Jewish Association For Health and Medical students (ustimus)

		SGAB Fiscal Assessment #1
1)	What is	s the maximum dollar amount for which a check request can be submitted?
		\$1,000
	b.	\$2,500
		\$5,000
2)	How m	any business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB? $\sim$
	(a.)	10 days
	b.	7 days
		5 days
3)	Which	of the following vendors can you obtain a blanket purchase order for?
	a.	Home Depot
	(b.)	Wal-Mart
	( c.)	Costco
4)	Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
	a.	Invoice
	(b.)	Quote
	c.	Contract
_5) <i>,</i>		anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
.,,		B? (circle all that apply)
	_	Associate Dean of Students
	$\sim$	SGAB staff member Coordinator for Administrative Services
		Director of Operations for Student Affairs
ر د ۱	U. ∕I£vour	organization is having an event and you need to purchase promotional items with a purchase
9/	order	which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a)	Expense justification form
	b.	Vendor invoice
	С.	Program registration form
		Vendor quote
	ě	Purchase requisition (Banner Req.)
	f.	Check request
7)		lvisor/account manager must sign and approve all expense justification forms before they are
-,		tted to SGAB. (circle one)
(	True	
	False	

Name: Jacqueline Wilness

# Department/Program/Club: Jewish Association For Houth and

medical students



	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	b Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	a. 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	a. Invoice
	b. Quote
, 10	c. Contract
<sub>(</sub> 5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services \$1000 - Associate Dear
	D. SGAB Stall methoel
	c. Associate Dean of Students
-	Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)  (a) Expense justification form
	(a) Expense justification form (b) Vendor invoice
	c.) Food waiver
	(d.) Vendor quote
	(e) Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
,,	True
	II WE

False)

# Name: <u>Sarah Langdov</u> Department/Program/Club: <u>Collage of Medical Women's Association</u> American Medical Women's Association



# **SGAB Fiscal Assessment #1**

1)	What is the maximum dollar amount for which a check request can be submitted?
	\$1,000
	b. \$2,500
	(c.) \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a.) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
	(c.) Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
	a. Invoice
	(b.) Quote
_ * *	c. Contract
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGAB? (circle all that apply)
	7a.) Associate Dean of Students
	(b.) SGAB staff member
	c. Coordinator for Administrative Services
۲۱	d. Director of Operations for Student Affairs
6)	, , , , , , , , , , , , , , , , , , , ,
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	a.) Expense justification form b. Vendor invoice
	c. Program registration form
	(d.) Vendor quote (e.) Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
′)	submitted to SGAB. (circle one)
	True
(	False
	i dise

# Name: Sarah Langdon Department/Program/Club: COM - American Medical Women's ASSOUCHEN



	JGAD FISCAL ASSESSITIETIC#2
1)	What must vendors do before you can place an order with them? (circle all that apply)  a. Be located in South Florida
	b Be enrolled in ACH
	C Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
•	/a.?) 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a.) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	(a.) Invoice
	b. Quote
J#1	c. Contract
<b>5</b> )	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	SGAB staff member
	c. Associate Dean of Students
<b>~</b> \	(d.) Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)  Type and justification form
	(a.) Expense justification form Vendor invoice - Need five   Invoice ofter 24 News
	(c.) Food waiver
	Vendor quote
	Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
•	True

False

Name: Whitney Woodhull
Department/Program/Club: Medical School

## SGAB Fiscal Assessment #1

	Some Flood F
1)	What is the maximum dollar amount for which a check request can be submitted?
	b. \$2,500
	c. \$5,000
2)	
۷,	(a) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
3)	a. Home Depot
	b. Wal-Mart
	G Costco
۸١	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
7)	a. Invoice
	(b) Quote
	c. Contract
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
ି"	to SGAB? (circle all that apply)
	Associate Dean of Students
	/b. SGAB staff member
	Coordinator for Administrative Services
	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a) Expense justification form
	b. Vendor invoice
	(c) Program registration form
	d Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
(	True
	False

9	Name: Whitney Woodhull
	Department/Program/Club: <u>Medical School</u>
	SGAB Fiscal Assessment #2  SGAB Fiscal Assessment #2  SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)  a. Be located in South Florida  Be enrolled in ACH  Completed the vendor application process
	How much time do you have to submit a final invoice after a purchase or receiving your order?  24 hours  3 business days  c. 48 hours
	Which of the following vendors can you obtain a blanket purchase order for?  (a.) Chartwells  (b.) Publix  (c.) K-Mart  Which of the following forms must be obtained from a vendor in order to process a check request?
<b>-1</b>	(circle all that could apply)  a. Invoice  b. Quote  c. Contract
<i>(</i> 5)'	a. Coordinator for Administrative Services  SGAB staff member ' c. Associate Dean of Students  d) Director of Operations for Student Affairs
	If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)  a Expense justification form b. Vendor invoice Food waiver d. Vendor quote Purchase requisition (Banner Req.) Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.  True  False

Created on 11/1/2012 by Ryan Frierson

	Name: Tillany Olier
	Department/Program/Club: Global Health Tytual Grown
	SGAB Fiscal Assessment #1
.1/	What is the maximum dollar amount for which a check request can be submitted?
Ó Ì	(a) \$1,000
	ь. \$2,500
	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB
	(a) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
	(c.) Costco
4)	The state of the s
	Invoice
	(b.) Quote
Ęλ	C. Contract
7	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)
	هَـُ Associate Dean of Students
	SGAB staff member
	c. Coordinator for Administrative Services
	Director of Operations for Student Affairs
6)/	If your organization is having an event and you need to purchase promotional items with a purchase
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	a. Expense justification form
	b Vendor invoice
	c. Program registration form
	d. Vendor quote
	Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
(	True)
	False
Created on	11/1/2012 by Ryan Frierson

	Department/Program/Club: (3) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
	Department/Program/Club: 1510/21 110/11/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1510/2015 1
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	(b.) Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	6. Chartwells
	b. Publix
	c. K-Mart
4)	c. K-Mart Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	(a.) Invoice
	Quote
	c. Contract
<b>/5</b> )	c. Contract If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	SGAB staff member
	c. Associate Dean of Students
	Director of Operations for Student Affairs
6	d) Director of Operations for Student Analysis (d) Director of Operations for Director
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	Expense justification form
	(b. Vendor invoice
	c. Food waiver
	d Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request  7) The student leader of a club or SG Program can sign as an approver on the expense justification form.
7	
	True
	False )
Create	ed on 11/1/2012 by Ryan Frierson

Department/Program/Club: \_\_ SGAB Fiscal Assessment #1 1) What is the maximum dollar amount for which a check request can be submitted? 2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB? 3) Which of the following vendors can you obtain a blanket purchase order for? of the following forms must be obtained from a vendor in order to receive a purchase order?  $5\sqrt{}$  If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply) **Associate Dean of Students** SGAB staff member c. Coordinator for Administrative Services Director of Operations for Student Affairs If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply)

a. Expense justification form

b. Vendor invoice

a. \$1,000 b. \$2,500 c) \$5,000

> 10 days 7 days 5 days

a. Home Depot Wal-Mart Costco

> Invoice Quote

Program registration form

Vendor quote

e. Purchase requisition (Banner Req.)

Check request

7) The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)

	Name: <u>Carkemuers</u>
	Department/Program/Club: AMSA MUMICAL
	SGAB Fiscal Assessment #2
1)	(circle all that apply)
	a. Be located in South Florida
	b Be enrolled in ACH
21	Completed the vendor application process
2)	, parentase of receiving your order:
	(a)/ 24 hours
	b. 3 business days c. 48 hours
31	Which of the following vendors can you obtain a blanket purchase order for?
٥,	(a.) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	(a) Invoice
	Quote
,	c. Contract
<b>/5</b> )	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
,	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students > OUL \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
۵,	d. Director of Operations for Student Affairs
6)	If organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply) (a.) Expense justification form
	(b.), Vendor invoice
	(c.) Food waiver
	(d) Vendor quote /
	Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	True
ĺ	

Name:	Leah Mai	4
Department/Program/Club:	CESCOM	Student council

	SGAB Fiscal Assessment #1
1)	) What is the maximum dollar amount for which a check request can be submitted?
	a. \$1,000
	b. \$2,500
	©. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
<i>a</i> \	C. Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?  a. Invoice
	(b.) Quote
	c. Contract
.51	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
7	to SGAB? (circle all that apply)
	(a.) Associate Dean of Students
	b. SGAB staff member
	c. Coordinator for Administrative Services
	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.) Expense justification form
	b. Vendor invoice
	(c.) Program registration form
	(d.) Vendor quote
	(e.) Purchase requisition (Banner Req.)
٦١	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)
ı	True
,	False

	Name: <u>Cah May</u>
	Department/Program/Club: <u>LESCOM Standart Council</u>
	SGAB Fiscal Assessment #2
1\	What must vendors do before you can place an order with them? (circle all that apply)
±)	a. Be located in South Florida
	(b.) Be enrolled in ACH
	(c.) Completed the vendor application process
2)	
·	(a.) 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	(a.) Invoice
	b. Quote
-١	» c. · Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member c. Associate Dean of Students
	d. Director of Operations for Student Affairs
6)	
٠,	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	(a) Expense justification form
	(b) Vendor invoice
	C. Food waiver
	d. Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	True
(	False

Name: <u>Jessica Hugher</u>

Department/Program/Club: <u>Black Student Union</u>

## SGAB Fiscal Assessment #1

1)	What is the maximum dollar amount for which a check request can be submitted?
----	-------------------------------------------------------------------------------

- a. \$1,000
- b. \$2,500
- (c.\\$5,000

2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?

- a. 10 days
- (b.) 7 days
- c. 5 days

3) Which of the following vendors can you obtain a blanket purchase order for?

- a. Home Depot
- b. Wal-Mart
- c. Costco

4) Which of the following forms must be obtained from a vendor in order to receive a purchase order?

- a. Invoice
- (b.)Quote
- c. Contract

5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)

- a. Associate Dean of Students
- (16.) SGAB staff member
- c. Coordinator for Administrative Services
- d. Director of Operations for Student Affairs

6) If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply)

- a. Expense justification form
- 6.\ Vendor invoice
- c. Program registration form
- d. Vendor quote
- Purchase requisition (Banner Req.)
- f. Check request

7) The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)



Name: VSS ICL Hughee

Department/Program/Club: Black Stockert Union

SGAB Fiscal Assessment #2

1) What must vendors do before you can place an order with them? (circle all that apply)

a. Be located in South Florida

(b. Be enrolled in ACH

	(b.) Be enrolled in ACH
	(c.) Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a.) 24 hours
	b. 3 business days
	48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a.) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	a. Invoice
	b. Quote
	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all tha
	apply)
	a. Expense justification form
	b. Vendor invoice
	· C. Food waiver
	(d) Vendor quote
	Purchase requisition (Banner Req.)
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	True
1	(False)

Created on 11/1/2012 by Ryan Frierson

	Name: Mariah Bessette
	Department/Program/Club: NSCS
	SGAB Fiscal Assessment #1
11	What is the maximum dollar amount for which a check request can be submitted?
-,	(a) \$1,000
	b. \$2,500
	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB
	(a) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b, Wal-Mart
	(c.) Costco Which of the following forms must be obtained from a vendor in order to receive a purchase order?
4)	
	a. Invoice
	(b) Quote c. Contract
ر د ۱	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
رد	to SGAB? (circle all that apply)
	(a) Associate Dean of Students
	b. SGAB staff member
	c. Coordinator for Administrative Services
	Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
-	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a) Expense justification form
	(b.) Vendor invoice
	c. Program registration form
	(d.) Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
	True
	False

	Name: What Dessette
	Department/Program/Club: $NSCS$
	Department, Program, Club
	SGAB Fiscal Assessment #2
	SUAD FISCAL ASSESSMENT #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	(b) Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	a. 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a.) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	<b>a</b> Invoice
	b. Quote
2.)	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	Director of Operations for Student Affairs
6)	
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all tha
	apply)
	(a) Expense justification form
	(b) Vendor invoice /
	© Food waiver √
	d Vendor quote 1
	Purchase requisition (Banner Req.) 🗸
	f. Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
,,	True
Æ	Faise

	ē.	Name: <u>Dedundre</u> Stater
		Department/Program/Club: Black Student Union
		22
_		SGAB Fiscal Assessment #1
1)	What i	s the maximum dollar amount for which a check request can be submitted?
	a.	\$1,000
	<b>(b)</b>	\$2,500
	c.	\$5,000
2)	How m	nany business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a.)	10 days
	b.	7 days
	C.	5 days
3)	Which	of the following vendors can you obtain a blanket purchase order for?
		Home Depot
		Wal-Mart
4	こし	)Costco
4)	Which	of the following forms must be obtained from a vendor in order to receive a purchase order?
		Invoice
	A D	Quote
17		Contract
5)	•	anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
		B? (circle all that apply)
	(a.)	Associate Dean of Students
		SGAB staff member
	C.	Coordinator for Administrative Services
<u>ر ۲</u>		Director of Operations for Student Affairs
6)	•	organization is having an event and you need to purchase promotional items with a purchase
	order.	which of the following forms need to be submitted to SGAB? (circle all that apply)  Expense justification form
		Vendor invoice
	(E)	Program registration form
	(a)	Vendor quote
		Purchase requisition (Banner Req.)
		Check request
7)	The ad	visor/account manager must sign and approve all expense justification forms before they are
• 1		ted to SGAB. (circle one)

(True) **False** 

submitted to SGAB.

	Name: <u>The Hundil States</u>
	Department/Program/Club: Brack Student Union
	SGAB Fiscal Assessment #2
4)	
T)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	(b) Be enrolled in ACH
	(c.) Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a) 24 hours
	b. 3 business days
	c. 48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a) Chartwells
	b. Publix
	c. K-Mart
4)	Which of the following forms must be obtained from a vendor in order to process a check request?
	(circle all that could apply)
	(a.) Invoice
	Quote Quote
, )	c. Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	c. Associate Dean of Students
	(d.) Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	Expense justification form
	(b.) Vendor invoice
	(c.) Food waiver
	(d.) Vendor quote
	(e.) Purchase requisition (Banner Req.)
	(f.) Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
	True

. •	Name: Rodney Hogan, Jr.
	Name: Rodrey Hogan, In Department/Program/Club: Black Student Wing
	Departmenty rogitally class. Dieser Orvos y Oston
	SGAB Fiscal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted?
	(3) \$1,000
	b. \$2,500
	c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
	(a.) 10 days
	b. 7 days
	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?
	a. Home Depot
	b. Wal-Mart
. 1	c.) Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
·	(a) Invoice
	b. Quote
	c. Contract
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
	to SGAB? (circle all that apply)
	a. Associate Dean of Students
	b. SGAB staff member
	c. Coordinator for Administrative Services
r)	d. Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase promotional items with a purchase
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	(a.) Expense justification form
	b. Vendor invoice
	c. Program registration form
	d. Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
	True
	False
ted o	n 11/1/2012 by Rvan Frierson

-	Name: Radney Hogan Ir
	Department/Program/Club: Black Student Union
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	(b) Be enrolled in ACH
	c. Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a.) 24 hours
	h 3 hysimass days

24 hours b. 3 business days

c. 48 hours

3) Which of the following vendors can you obtain a blanket purchase order for?

a.) Chartwells

b. Publix

c. K-Mart

4) Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply)

(an Invoice

Quote

Contract

If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?

a. Coordinator for Administrative Services

b. SGAB staff member

c. Associate Dean of Students

(d.) Director of Operations for Student Affairs

6) If your organization is having an event and you need to purchase food items with a purchase order from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that apply)

Expense justification form

Vendor invoice

Food waiver

Vendor quote

Purchase requisition (Banner Req.)

Check request

7) The student leader of a club or SG Program can sign as an approver on the expense justification form.

True False

or Keadin / Ofmad

Name: Cedric Branco
Department/Program/Club: Black Shurent Llange
SGAB Fiscal Assessment #1
1) What is the maximum dollar amount for which a check request can be submitted?
(a) \$1,000
\$2,500
c. \$5,000
2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
a. 10 days
b. 7 days
c. 5 days
3) Which of the following vendors can you obtain a blanket purchase order for?
a. Home Depot b. Wal-Mart
C. Costco
4) Which of the following forms must be obtained from a vendor in order to receive a purchase order?
(a.) Invoice
b. Quote
c. Contract
5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
to SGAB? (circle all that apply)
a. Associate Dean of Students
b. SGAB staff member
c. Coordinator for Administrative Services
d) Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase promotional items with a purchase
order, which of the following forms need to be submitted to SGAB? (circle all that apply)
(a) Expense justification form
(b). Vendor invoice
(g) Program registration form
(d) Vendor quote
Purchase requisition (Banner Req.)
f) Check request
7) The advisor/account manager must sign and approve all expense justification forms before they are
submitted to SGAB. (circle one)
True
False
Created on 11/1/2012 by Ryan Frierson

~.	Name: Codr C Branka
	Department/Program/Club: Black Shudery Union
	SGAB Fiscal Assessment #2
1)	What must vendors do before you can place an order with them? (circle all that apply)
	a. Be located in South Florida
	Be enrolled in ACH
	Completed the vendor application process
2)	How much time do you have to submit a final invoice after a purchase or receiving your order?
	(a.) 24 hours
	b. 3 business days
	48 hours
3)	Which of the following vendors can you obtain a blanket purchase order for?
	(a. )Chartwells
	b. Publix
<b>/</b> /\	c. K-Mart Which of the following forms must be obtained from a wander in and a to a success a lead of the following forms must be obtained from a wander in and a to a success a lead of the following forms must be obtained from a wander in and a success and a success a success as a success a
41	Which of the following forms must be obtained from a vendor in order to process a check request? (circle all that could apply)
	a Invoice
	Quote
	Contract
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a. Coordinator for Administrative Services
	b. SGAB staff member
	Associate Dean of Students
	(d.) Director of Operations for Student Affairs
6)	If your organization is having an event and you need to purchase food items with a purchase order
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)
	a.) Expense justification form b.) Vendor invoice
	ć. Food waiver
	d. Vendor quote
	(e.) Purchase requisition (Banner Req.)
	f.) Check request
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.
,	True
(	Palse
١	

	Name: Robert Hom
	Name: Robert Hom  Department/Program/Club: OB/GYN
	SGAB Fiscal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted?
	a. \$1,000
-	b. \$2,500
- \	(c.)\$5,000
2)	y and the support reducines (parties, yed.) he subjutted to 20 AB
	(a) 10 days
	b. 7 days
21	c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?  a. Home Depot
	b. Wal-Mart
	(c.) Costco
4	Which of the following forms must be obtained from a vendor in order to receive a purchase order?
	(a) Invoice
	b Quote
. بر	c. Contract
5)	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
,	to SGAB? (circle all that apply)
	(a) Associate Dean of Students
	b. SGAB staff member
	c. Coordinator for Administrative Services
	d Director of Operations for Student Affairs
	If your organization is having an event and you need to purchase promotional items with a purchase
	order, which of the following forms need to be submitted to SGAB? (circle all that apply)
	a. Expense justification form b. Vendor invoice
	© Program registration form
	d.) Vendor quote
	e. Purchase requisition (Banner Req.)
	f. Check request
7)	The advisor/account manager must sign and approve all expense justification forms before they are
	submitted to SGAB. (circle one)
	True
	False
ed on	11/1/2012 by Ryan Frierson

Created on 11/1/2012 by Ryan Frierson

Name: Robert Horn

Department/Program/Club: OB/GYN Interest Group

# SGAB Fiscal Assessment #2

1)	What	must vendors do before you can place an order with them? (circle all that apply)
	a.	Be located in South Florida
	(b.)	Be enrolled in ACH
	(2)	Completed the vendor application process
2)	How n	nuch time do you have to submit a final invoice after a purchase or receiving your order?
	ſā.	24 hours
	b.	3 business days
	c.	48 hours
3)	Which	of the following vendors can you obtain a blanket purchase order for?
	(a)	Chartwells
	b.	Publix
	c.	K-Mart
4)	Which	of the following forms must be obtained from a vendor in order to process a check request?
	(circle	all that could apply)
	(a.)	Invoice
		Quote
/**s		Contract
5)	If your	quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
	a.	Coordinator for Administrative Services
	b.	SGAB staff member
	- <del>C.</del> -	Associate Dean of Students
		Director of Operations for Student Affairs
6)	lf your o	organization is having an event and you need to purchase food items with a purchase order
	from an	off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply)	·
		Expense justification form
	(b)	Vendor invoice
	(c) 1	Food waiver
	Ø 1	Vendor quote
	<u>(1)</u>	Purchase requisition (Banner Req.)
	f. (	Check request

7) The student leader of a club or SG Program can sign as an approver on the expense justification form.

True

	Name: Ramsha Kudia
	Department/Program/Club: CESCOM Studing Cou
	SGAB Fiscal Assessment #1
1)	What is the maximum dollar amount for which a check request can be submitted? \$1,000 b. \$2,500 c. \$5,000
2)	How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?  10 days  b. 7 days  c. 5 days
3)	Which of the following vendors can you obtain a blanket purchase order for?  a. Home Depot  b. Wal-Mart  Costco
4)	Which of the following forms must be obtained from a vendor in order to receive a purchase order?  a. Invoice  b. Quote  c. Contract
<b>5</b> )	If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)  Associate Dean of Students  b. SGAB staff member  c. Coordinator for Administrative Services  d. Director of Operations for Student Affairs
,6 <b>)</b>	If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply)  a. Expense justification form  b. Vendor invoice  Program registration form  Vendor quote  Purchase requisition (Banner Req.)
7)	f. Check request  The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)
X	True

Created on 11/1/2012 by Ryan Frierson

	Department/Program/Club: Charles E 3chmid-	
	College of Medicine	
	College of Medicine Student Council	
	SGAB Fiscal Assessment #2	
1)	What must vendors do before you can place an order with them? (circle all that apply)	
,	a. Be located in South Florida	
	(b. 7Be enrolled in ACH	
	e. Completed the vendor application process	
2)		
,	a. 24 hours	
	b. 3 business days	
	c. 48 hours	
3)	Which of the following vendors can you obtain a blanket purchase order for?	
	a Chartwells	
	b. Publix	
	c. K-Mart	
4)	Which of the following forms must be obtained from a vendor in order to process a check request?	
H.	(circle all that could apply)	
	a Invoice	
	(b) Quote	
1	c. Contract	
5)	If your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?	
4	a. Coordinator for Administrative Services	
d.	b. SGAB staff member	
	c. Associate Dean of Students	
	Director of Operations for Student Affairs	
6)	If your organization is having an event and you need to purchase food items with a purchase order	
	from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all th	at
	apply)	
	Expense justification form	
	Vendor invoice	
	Food waiver  Description of the second of th	
	Purchase requisition (Banner Req.)	
	f. Check request	
7)	The student leader of a club or SG Program can sign as an approver on the expense justification form.	
")	True	
	False	

Created on 11/1/2012 by Ryan Frierson

Name: Ramsha Kudia

Name: <u>acy</u> Klimezak
Department/Program/Club: Brown Inturat Grup
SGAB Fiscal Assessment #1
1) What is the maximum dollar amount for which a check request can be submitted?
a. \$1,000
b. \$2,500
(P.) \$5,000
2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?  (a.) 10 days
b. 7 days
c. 5 days
3) Which of the following vendors can you obtain a blanket purchase order for?
a. Home Depot
b. Wal-Mart
c. Costco
4) Which of the following forms must be obtained from a vendor in order to receive a purchase order?
a Invoice
b. Quote
c. Contract
$5y^3$ If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted
to SGAB? (circle all that apply)
a. Associate Dean of Students
b. SGAB staff member
c. Coordinator for Administrative Services
d. Director of Operations for Student Affairs
6) If your organization is having an event and you need to purchase promotional items with a purchase
order, which of the following forms need to be submitted to SGAB? (circle all that apply)
a. Expense justification form
b. Vendor invoice
c. Program registration form
d. Vendor quote
e. Purchase requisition (Banner Req.)
f. Check request
7) The advisor/account manager must sign and approve all expense justification forms before they are
submitted to SGAB. (circle one)
True
False
Created on 11/1/2012 by Ryan Frierson

Name: _	Jacyn Klimczak
Department/Program/Club: _	Brain Inter Como
(4.5)	223164423
SGAB Fiscal Assessme	ent #2
What must vendors do before you can place an order with a. Be located in South Florida	ith them? (circle all that apply)
b. Be enrolled in ACH	
C. Completed the vendor application process	
2) How much time do you have to submit a final invoice aft	er a purchase or recoiving your and a
211104/3	a parendae of feceiving your order?
b. 3 business days	
c. 48 hours	
3) Which of the following vendors can you obtain a blanket	purchase order for?
a Chartwells     b. Publix	
c. K-Mart	
<ol> <li>Which of the following forms must be obtained from a ve (circle all that could apply)</li> </ol>	ndor in order to process a check request?
(a.) Invoice	
b. Quote	
C.) Contract	
5) If your quote is for \$750, who signs the expense justification	on form after it's submitted to scape
a. Coordinator for Administrative Services	and the state of a submitted to 2GAB.
b. SGAB staff member	•
c. Associate Dean of Students	
d. Director of Operations for Student Affairs	
6) If your organization is having an event and you need to pu	rchase food items with a purchase order
from an off-campus vendor, which of the following forms apply)	need to be submitted to SGAB? (circle all that
a Expense justification form	
b. Vendor invoice	
c. Food waiver	
d Vendor quote	
e Purchase requisition (Banner Req.)	
f. Check request	
7) The student leader of a club or SG Program can sign as an a	pprover on the expense justification for
False - Treed focal out of commi	

Name:	6	Zigau	Ahlijah		
Department/Program/Club:		Black	Student	Union	_

# SGAB Fiscal Assessment #1

- What is the maximum dollar amount for which a check request can be submitted?
  - \$1,000
    - b. \$2,500
    - c. \$5,000
- 2) How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
  - (a.) 10 days
    - b. 7 days
    - c. 5 days
- 3) Which of the following vendors can you obtain a blanket purchase order for?
  - a. Home Depot
  - b. Wal-Mart
  - (c.) Costco
- Which of the following forms must be obtained from a vendor in order to receive a purchase order?
  - (മു) Invoice
  - b. Quote
  - c. Contract
- 5) If your anticipated expense is \$2,750, who will sign the expense justification form after it's submitted to SGAB? (circle all that apply)
  - a. Associate Dean of Students
  - b. SGAB staff member
  - c. Coordinator for Administrative Services
  - (d) Director of Operations for Student Affairs
- If your organization is having an event and you need to purchase promotional items with a purchase order, which of the following forms need to be submitted to SGAB? (circle all that apply)
  - a. Expense justification form
  - b. Vendor invoice
  - (c.) Program registration form
  - d. Vendor quote
  - e. Purchase requisition (Banner Req.)
  - f. Check request
- 7) The advisor/account manager must sign and approve all expense justification forms before they are submitted to SGAB. (circle one)



Name: Figger Ahlijah
Name: <u>Eigga</u> Ahlijah  Department/Program/Club: <u>Black Student Wion</u>
Department/Program/Club:
SGAB Fiscal Assessment #2
1) What must vendors do before you can place an order with them? (circle all that apply)
a. Be located in South Florida
(b) Be enrolled in ACH
Y
Completed the vendor application process  2) How much time do you have to submit a final invoice after a purchase or receiving your order?
2) How much time do you was
b. 3 business days
<ul><li>c. 48 hours</li><li>3) Which of the following vendors can you obtain a blanket purchase order for?</li></ul>
a) Chartwells
b. Publix
<ul><li>c. K-Mart</li><li>4) Which of the following forms must be obtained from a vendor in order to process a check request?</li></ul>
(circle all that could apply)
(a) Invoice
b. Quote
c. Contract
c. Contract  Samiles  1 of your quote is for \$750, who signs the expense justification form after it's submitted to SGAB?
a. Coordinator for Administrative Services
b. SGAB staff member
C. Associate Dean of Students
<ul> <li>d. Director of Operations for Student Affairs</li> <li>6) If your organization is having an event and you need to purchase food items with a purchase order</li> </ul>
6) If your organization is having an event and you need to purchase room to be submitted to SGAB? (circle all that from an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
apply)
a. Expense justification form
b. Vendor invoice
G Food waiver
Vendor quote  e. Purchase requisition (Banner Req.)
death leader of a club or SG Program can sign as an approver on the super-
True (False)
( raise )

	Department/Program/Club: <u></u>	n Tuter	2st Group
	CES G	ollege of	Medicine
	SGAB Fiscal Assessment #1		
1) What	at is the maximum dollar amount for which a check request c	can be submitted?	1
	a. \$1,000		
15.	of: \$2,500		
C.	£. \$5,000		
2) How	many business days in advance must a Purchase Requisition	າ (Banner Req.) be	submitted to SGAB?
(a.	a. 20 days		
	p. 7 days		
	c. 5 days		
	ch of the following vendors can you obtain a blanket purchas	se order for?	
a.	a. Home Depot		
b.	o. Wal-Mart		
ر. انگرانا	.) Costco —		
	ch of the following forms must be obtained from a vendor in . Invoice	order to receive a	a purchase order?
a.	. Myoice . Quote –		
<b></b>	. Contract		
Z 1	ur anticipated expense is \$2,750, who will sign the expense ju	ustification form	after it's submitted
	GAB? (circle all that apply)	astrication form	arter it 2 Submitted
V.	. Associate Dean of Students		•
b.	. SGAB staff member		
<u>c.</u>	Coordinator for Administrative Services		_
0 ( <del>d</del> .	Director of Operations for Student Affairs		
6) If your	ur organization is having an event and you need to purchase	promotional item	is with a purchase
// order,	r, which of the following forms need to be submitted to SGAI	B? (circle all that a	apply)
a.	Expense justification form —		
b.	• • • • • • • • • • • • • • • • • • • •		
$\overline{}$	Program registration form		
	Vendor quote —		
	Purchase requisition (Banner Req.)		
f.	Check request		
i	dvisor/account manager must sign and approve all expense	justification form	s before they are
	itted to SGAB. (circle one)		
True False			
raise			
Created on 11/1/201	012 by Ryan Frierson		

1		Name: / y lev Sparks
		Department/Program/Club: Brain Interest Grow
		CES College of Medicine
		SGAB Fiscal Assessment #2
	1) Wha	at must vendors do before you can place an order with them? (circle all that apply)
	j 	a. Be located in South Florida
	$\leq$	b. Be enrolled in ACH
		c. Sompleted the vendor application process
	2) How	unuch time do you have to submit a final invoice after a purchase or receiving your order?
	ŀ	o. 3 business days
	c	c. 48 hours
:	3) Whice	ch of the following vendors can you obtain a blanket purchase order for?
		Chartwells
	b	o. Publix
		c. K-Mart
4	i) Whic	ch of the following forms must be obtained from a vendor in order to process a check request?
	(circl	all that could apply)
	(Ca	.\(\text{Invoice}\)
	<u>0</u> پيک	. Quote
/ <b>c</b>	A C.	Contract  If gueta is for \$750, who signed to a superior is a signed to a superior in the supe
	n nyou a.	ur quote is for \$750, who signs the expense justification form after it's submitted to SGAB?  Coordinator for Administrative Services
(gl		. SGAB staff member
		- Associate Dean of Students
	(d,	
6	( -	ir organization is having an event and you need to purchase food items with a purchase order
	from	an off-campus vendor, which of the following forms need to be submitted to SGAB? (circle all that
	apply	
	(a)	
	(b)	Vendor invoice
	(c.)	Food waiver
		Vendor quote
	(ē)	Purchase requisition (Banner Req.)
	f.	Check request
7)	The st	udent leader of a club or SG Program can sign as an approver on the expense justification form.
	True	· · · · · · · · · · · · · · · · · · ·
(	False	
Created (	— on 11/1/20:	12 by Ryan Frierson