**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/Program/Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SGAB Fiscal Assessment #1**

1. What is the maximum dollar amount for which a check request can be submitted?
   1. $1,000
   2. $2,500
   3. $5,000
2. How many business days in advance must a Purchase Requisition (Banner Req.) be submitted to SGAB?
   1. 10 days
   2. 7 days
   3. 5 days
3. Which of the following vendors can you obtain a blanket purchase order for?
   1. Home Depot
   2. Wal-Mart
   3. Costco
4. Which of the following forms must be obtained from a vendor in order to receive a purchase order?
   1. Invoice
   2. Quote
   3. 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)
   1. Associate Dean of Students
   2. SGAB staff member
   3. Associate Dean of Students
   4. 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)
   1. Expense justification form
   2. Vendor invoice
   3. Program registration form
   4. Vendor quote
   5. Purchase requisition (Banner Req.)
   6. 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