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

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

**SGAB Fiscal Assessment #2**

1. What must vendors do before you can place an order with them? (circle all that apply)
   1. Be located in South Florida
   2. Be enrolled in ACH
   3. Completed the vendor application process
2. How much time do you have to submit a final invoice after a purchase or receiving your order?
   1. 24 hours
   2. 3 business days
   3. 48 hours
3. Which of the following vendors can you obtain a blanket purchase order for?
   1. Chartwells
   2. Publix
   3. 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)
   1. Invoice
   2. Quote
   3. Contract
5. If your quote is for $750, who signs the expense justification form after it’s submitted to SGAB?
   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 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)
   1. Expense justification form
   2. Vendor invoice
   3. Food waiver
   4. Vendor quote
   5. Purchase requisition (Banner Req.)
   6. Check request
7. The student leader of a club or SG Program can sign as an approver on the expense justification form.

True

False