

# SBA 2011 – 2012 Treasury Policy Acknowledgement Form

Treasurer must initial before each item. Treasurer and President must sign at the bottom of the document. Form must be submitted with the Budget Request Packet on September 14<sup>th</sup> 2011.

\_\_\_\_\_ 1. Acknowledge that I have attended the formal Treasurer Training Session on September 7, 2011 at 3:35pm / 9:15pm. (Circle one)

\_\_\_\_\_ 2. Acknowledge that I was unable to attend the formal Treasurer Training Session but I have instead met separately with the SBA Treasurer on September \_\_\_\_\_, 2010 to review the SBA Treasury policies and procedures.

\_\_\_\_\_ 3. Acknowledge that I have reviewed and understood the SBA Budget Packet.

\_\_\_\_\_ 4. Acknowledge that if I fail to comply with the policies and procedures of the SBA Budget Packet, my organization will be subject to the penalties laid out therein.

\_\_\_\_\_ 5. Acknowledge that I must submit a Budget Request Form in a timely fashion in order to be awarded SBA funds.

\_\_\_\_\_ 6. Acknowledge that I am responsible for submitting reimbursement and check requests in a timely fashion.

\_\_\_\_\_ 7. Acknowledge that I must submit a GSG report on behalf of my organization by the last day of the semester.

\_\_\_\_\_ 8. Acknowledge that I must raise at least \$50 of fundraising or 20% of the amount awarded by the SBA if the SBA award was greater than \$500.

\_\_\_\_\_ 9. Acknowledge that if at any point during the semester I am no longer the treasurer, I will send an notification email informing the SBA Treasurer of this change of status as well as the name of the person who will be taking on the responsibilities of the treasurer.

\_\_\_\_\_ 10. Acknowledge that this document is complete and is being submitted prior to the fall SBA Budget Committee Meeting.

Signed,

\_\_\_\_\_  
Treasurer                      Date

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
President                      Date