Student Government Association (SGA)

Duties and Responsibilities of the:

**Treasurer**

- Serves as the Financial Officer of the Student Government Association.

- Coordinates with the College’s Chief Officer to maintain precise records of all financial transactions and reports same to the S.G.A. Senate.

- Coordinate with the other Executive Officers to veto any bill that does not follow the scope of the Constitution, within five class days of passage.

The Following Duties are assigned to the Treasurer in the handling of Purchase Orders.

A.) The drafting of all purchase orders for the Student Government Association as prescribed by the actions of the Senate.

B.) The treasurer, the SGA Advisor, or their designee, as well as the College’s Chief Financial Officer, must sign all purchasing officer.

C.) Treasurer may not imply or state to any vendor that a purchase will be made from said vendor. This is the sole responsibility of the College’s Purchasing Officer

D.) Any inquiries that the Treasurer may have pertaining to purchase orders must be referred to the College’s Purchasing Officer.