

SGA Finance FAQ

- Who should I contact if I have questions about **contingency requests, reallocations, and/or budgets**?
 - Rafia Haq, sgafinance@odu.edu
- Who should I contact if I have questions about **payment requests, receipts, and/or reimbursements**?
 - lsifinance@odu.edu
- Who should I contact if I have questions about **co-sponsorships**?
 - Mohamed Fidail, mfidail@odu.edu
- Who should I contact if I have questions about **Points & Standards and/or organization status**?
 - Isaiah Lucas, ilucas@odu.edu
- When is the budget submission deadline for the 2017-2018 year?
 - February 9th, 2018 by 11:59 pm
- When is the contingency/co-sponsorship deadline for Fall 2017?
 - November 5th, 2017 by 5:00 pm
- When is the contingency/co-sponsorship deadline for Spring 2018?
 - April 1st, 2018 by 5:00 pm
- When is the 50% Rule Deadline?
 - December 8th, 2017 by 11:59 pm
- When is the last day to submit a payment request?
 - Last day of classes for the Spring 2018 semester.
- Where can I find the Financial Bylaws?
 - The Financial Bylaws can be found on the SGA website or on Monarch Link under "Files" on the SGA portal.
- Do I have to attend a budget consultation? If so, what should I bring?
 - Yes, it is **STRONGLY** recommended that the organization's president and/or treasurer be present. Please bring hard copies of all price quotes and budget attachments to the consultation.

- What is a price quote?
 - A price quote is a receipt, screenshot or invoice of an item that clearly displays the cost of that item and validates the amount you put in your budget request regarding that item. The amount you put on a line item in your budget request should closely match the amount on the price quote for that item. A price quote is NOT the following: a spreadsheet, a picture of the event, a link to a website, etc.