



How to Write a Bill

COGS How to Guide



Step 2: Put information from the email into the form.

Amount: the total amount requested

From: COGS Unallocated

To: Organization Name

Purpose & Description: Please pull this information from the description of the event section of the email you were sent. Make sure to include active members, how the event will be advertised, if fees will be charged, etc. The more info, the better!

FLORIDA STATE UNIVERSITY
CONGRESS OF GRADUATE STUDENTS

Allocation, Revision, or Transfer
30th Congress of Graduate Students

Bill #: Do not fill.

Sponsored by: Click or tap here to enter text.

Date: Click or tap here to enter text.

Amount: Click or tap here to enter text.

From (account name): Click or tap here to enter text.

To (account name): Click or tap here to enter text.

Purpose & Description: Click or tap here to enter text.

Itemized Expenditures:

Quantity	Description	Unit Price
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Total: Click or tap here to enter text.

Florida State University, 109 Collegiate Loop, Tallahassee, FL, 32304
Telephone 850-644-1811 | Fax 850-644-0814 | <http://sga.fsu.edu/>

Your name and the date of Assembly Meeting Bill will be heard at

You should be able to pull this directly from the funding request breakdown section.

Extra Things To Keep in Mind!

- Make sure you are following the COGS Code and the Student Statutes (i.e. Financial Manuel!)
- When considering what is being purchased and planned for an event, here are a few common things you may come across:
 - Food is limited to \$15/person
 - RSO's are encouraged to have sustainable events (i.e. buy bulk items rather than individually packaged items and NO water bottles can be purchases with A&S fees!)
 - Off Campus events need to be approved by the Assembly, if you realize it's an off campus event, make sure to reach out to the Exec Board!
 - Any "swag" (i.e. stickers, t-shirts, etc.) needs to have the COGS logo, SGA logo, or "paid for by SGA" written on it!

Step 3: Add supporting documents

Contractual Service (*such as speaker Honorarium, DJ*) 0
Clothing & Awards (*such as t-shirts, plaques, trophies*) 0

*Please use the box below to upload as much detailed information as possible including multiple quotes from vendors to verify your request. Quotes are required. Requests are due 21 school days prior to the beginning date of your event or purchase. Any funds not spent on the requested programming or promotional items, or not submitted in the timeline outlined by SGA Accounting, will be returned to the allocating board. Please merge all quotes and information into one document/file and submit below.

https://fsu.qualtrics.com/WRQualtricsControlPanel/File.php?F=F_3jLGplkDXR2eNm



On the email, there is a link where organizations can upload estimates/quotes and additional information. Make sure that you check this link and download whatever is included to be added to the bill! These attachments can go on page 2+ of the bill.

Step 4: Be in contact with the organization

- Email them to introduce yourself and let them know when their bill will be presented.
- If there is information that seems odd (ex: event will cost \$1500, but they are only requesting \$1000), ask them for clarifying information and add that to the event description.
- Make sure that they don't have anything else they want to add to the request.

Step 5: Send the bill to the Deputy Speaker of Communications

- Please get this to the Deputy Speaker of Communications before Friday at 12:00pm the week before the next COGS meeting
- The Deputy Speaker might have clarifying questions, so try to get the bill sent in as early as possible.

Step 6: Present the bill

- At the COGS meeting, present the bill to the assembly!

Thank you!