



## 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.