Types of Group Accounts

**Student Group Fundraising Account:** This account is for student group dues, money gathered by fundraising, and ANY other funds the student group acquires. All funds will roll over until they are spent.

**SGA Allocations Account:** This account is ONLY for SGA allocations. Allocations will be automatically transferred into the account. These funds will only be available for the semester given.

How to Make Purchases

All purchases must be submitted via CAP's Purchase Request Form (go.uncg.edu/sgpurchases). Reimbursement is NOT permitted, so please do not use personal funds for student group purposes.

Catering/food fees must be submitted differently. Contact your event consultant to purchase any food goods.

Additional Information

**Need to Pay Someone?:** Student groups can pay performers and other vendors using their accounts. Complete a Contract Request Form (go.uncg.edu/sgcontracts) or contact your event consultant.

**Vendors:** CAP has a list of commonly used vendors for items such as t-shirts, food, and more! Visit our website for more information.

**View Accounts:** You can view your group’s accounts anytime on Spartan Connect under your Admin Dashboard!

**Budgeting:** Finances start with a budget. Consider creating a budget for each semester to better manage group funds.

For more information please visit the Office of Campus Activities and Programs website: [cap.uncg.edu](http://cap.uncg.edu)