

Programming for **Classes** or **Individual Events**

Planning

Class: Resource:
Scheduling, GFH,
MC, IRAHA

Individual Event:
Scheduling,
Resource
Mngmnt

Submit ERS to listserve for MC approval

Class: 1 month in
advance with contact
info of vendor include
email, phone,
mainlining address

Individual Event: You
are the vendor

Treasurer submit SAR: Track the SAR and follow instructions on Docutraq

Class: Vendor info.
Contact vendor and
confirm the dates for
the performance.
Inform about future SG
communication

Individual Event: Wait for
SAR approval.

SAR Progress-1

Class: SG sends vendor tax information form directly to vendor. Need a [Vendor Tax Information Form](#): Has the vendor fill out this form and submit to SG Finance Office at Reitz Union 337 or fax to SG Finance at (352) 846-2979 within 5 business days.

Individual
Event:
Wait for
approval

SAR Progress-2: Permitting

Class: 1.create event at gatorconnect
(permitting)
2.Contact SAI at [352.392.1671](tel:352.392.1671) . Request an
appointment with MC advisor for a contract

Individual
Event: No
purchase
before SAR
approval

SAR Approval: Announce and advertise the event

Class: Confirm the schedule with
vendor/performer, Mayors are
responsible for smoothly conducting
an event at specific village. Meet
with performer and exchange
expectations, emergency contact
info etc

Individual Event: Start Purchasing.
Save receipts for reimbursement.
Submit the receipts to SG finance for
reimbursement. You have **30 days**
from the first day of your purchase. **SG
accepts receipts all at once only, so
bring all that you have.**