

Student Organization Finance Office

Purchasing Procedure

Follow this procedure for purchasing:

1. Make sure you have a budget allocated, or you submitted a bill that has passed the SGA vote.
2. Gather all necessary information for your purchase.
3. If you have not made your purchase, contact SOFO to set up an appointment to complete your online purchase. If you cannot make the purchase online, request an invoice from the vendor and SOFO will pay the invoice and complete the purchase.
4. If you have already purchased your items, collect the receipts or proof of payment, then fill out the Expense Reimbursement Form and attach all necessary documents (see chart below).
5. Submit your Expense Reimbursement Form and documents to SOFO for payment.

NOTE: SOFO will not reimburse any purchase over \$2,000, these purchases have to be processed by SOFO. All Capital Expenses must be completed by SOFO. Reimbursement will not be permitted. Any purchase above \$2,999.00 will be done through BuzzMart. Therefore, the vendor has to be registered at Georgia Tech. If they are not registered, send them the following link: vpa.procurement.gatech.edu

