SOFO: WHAT IS IT?

What:
Student Organization Finance Office
A Department within the Division of Student Life
The SOFO Office plays an integral role in helping more than 450 chartered student organizations & the Student Government Association with financial administration

Where:
Smithgall Student Services (Flag) Building, Inside Suite 141
WHAT ARE OUR SERVICES?

The Student Organization Finance Office (SOFO) primary functions are to disperse funds for student organizations and to assist with the fiscal management of the following accounts:

- SGA Budget, SGA Bill Allocations
- Agency Funds
- Georgia Tech Foundation Funds
- Parents Fund for Student Life & Leadership
SGA ACCOUNT

- Funds received from SGA Budget and Bills Allocations will be transferred into organization’s SGA account through Georgia Tech’s One Budget System (IBS).

- Disbursement for the line items that were allocated in the budget or bills will be drawn from this account and must be approved by SOFO Staff.

- Unspent/Surplus funds at the end of the fiscal year (June 30th) will transfer back to SGA’s main operation account.
AGENCY AND FOUNDATION ACCOUNTS

- Funds that organizations collect from membership dues, ticket or fund raising sales etc. can be deposited into organization’s AGENCY ACCOUNT.

- Funds received from institute sponsorships or corporate and private donations will be deposited into the student organization’s GT FOUNDATION ACCOUNT to ensure gift receipts are issued for a tax purposes.

- The account balances at the end of each fiscal year (June 30th) will carry forward to the next fiscal year.
HOW TO ESTABLISH AGENCY/Foundation ACCOUNTS

- If you need to set up an Agency or Foundation account for your organization:

- Make sure that your organization’s information is updated in Orgsync and that you are in good standing with the Student Engagement Office.

- Submit your request via E-mail to the proper SOFO Staff member stating your organization’s name (to be used as account name), also include the contact information of name/phone/e-mail addresses of your President and Treasurer.

- For Foundation accounts, the organization will need to include an explanation of how the funds will be used. A donation (check, cash) of any size is also needed to establish your organization’s account with the contact information of the donor included. (Please make sure the check is written to Georgia Tech Foundation with your organization’s name on the memo line.)

- The normal processing time is 5 to 7 business days. You will be contacted via E-mail once the requested account has been established.
Agency Account Deposit

1) Bring your collected funds: cash or check(s) to SOFO. All checks must be made payable to: Georgia Tech, with the organization’s name on the memo line.

2) A SOFO staff member will issue a receipt to the organization for their club records.

3) The funds will be deposited to Bursars Office for posting to the agency account.
DEPOSITING FUNDS

Foundation Account Deposit

1. All Checks must be payable to: Georgia Tech Foundation with your organization’s name on the memo line

2. Bring or mail your collected funds & check(s) to:
   - Student Org Finance Office
     353 Ferst Drive, Suite 141
     Atlanta, GA 30332-0285
   - Georgia Tech Foundation, Inc.
     760 Spring Street, NW, Ste. 400
     Atlanta, GA 30308

3. A SOFO staff member will issue a receipt to the organization for their club records.
REMINDER:

- Make all checks payable to Georgia Tech or to Georgia Tech Foundation and note your organization’s name on memo line.

- Any check that is dated over 60 days old may be returned or not processed. An explanation will be needed.

- Your account will be charged $25 - $30 in bank fees for any invalid check or insufficient fund check.

- When you have a large amount of cash for deposit, please make an appointment with SOFO prior to your drop off to ensure that proper handling and secure storage for your funds are available.
CORPORATE CHECKS NOT MADE PAYABLE TO GEORGIA TECH FOUNDATION

- If a donation is made payable to your group or just to GT, please contact the donor(s) and ask them to send an email to SOFO explaining that the funds were intended for the organization’s foundation account.

- SOFO staff can provide examples or templates, if necessary.

- Georgia Tech Foundation will not process these checks without explanation.
OTHER METHODS OF RECEIVING GIFTS

CREDIT CARDS:
- Please contact Gift Accounting Dept at 404-894-5544 for further details.

ONLINE GIVING:
- Go to the following link:
  - http://www.parents.gatech.edu/content/vp-student-life-discretionary-fund
- Select the “Donate Now” button. Complete and submit the Parent Program donation form.
RECONCILING YOUR ACCOUNT

- Your club’s Treasurer should always keep their own records of any account(s) activity and periodically reconcile with reports provided by SOFO.

- Agency & Foundation Account Balance Inquiries should be requested via e-mail to bkidwell@gatech.edu.

- SGA Account Inquiries should be requested via e-mail to: Sport Clubs and Tier II organizations: edo.diabaka@studentlife.gatech.edu; Tier III Organizations: latonya.culberson@studentlife.gatech.edu.
EXPENSE DISBURSEMENT PROCEDURE

EXPENSE DISBURSEMENT TYPES

- Payment by Check Request
- Payment by Requisition/BuzzMart
- Payment by Procurement Card (PCard)
- Payment by Reimbursement
- Payment by Internal Transfer
SERVICE & HONORARIAUM PAYMENTS MUST BE PAID BY SOFO

These types of payments are reportable to the IRS if over $600 per calendar year

- **Service Payment:** i.e. - Consultant / Photographer / DJ & Band

- **Honorarium Payment:** Speakers, Short Course Instructors, Coaches

- Request payee to fill out Vendor Profile Form in advance via GT Business Services web-link at: https://vpa.procurement.gatech.edu/

- If an organization **prepaid** any service/honorarium payment (regardless of the amount and forms of payment), the organization will not be reimbursed for the expense by SOFO
How to request payment on these type of expenditures:

- Submit SOFO Purchase/Reimbursement Form;
- Attach vendor’s invoice that contain: an itemized description of work performed or products purchased, unit price, date of service, payment terms.
- Request payee to fill out GT Vendor Profile Form in advance via GT Business Services web-link at: https://vpa.procurement.gatech.edu/
PAYMENT BY REQUISITION / BUZZMART

- Any purchase above $2,499 must be submitted through GT purchasing department. Your purchase must be requested 3-4 weeks in advance to be processed through GT’s requisition system BuzzMart.

- Any equipment purchase that is over $2,999 must go through purchasing and be tagged as GT Inventory.

- Any purchase that is over $10,000 made from a non-Georgia Tech contracted vendor must have or will need to go out for bid and any purchase over $24,999 must go out for bid regardless of sole source justification:
  - vendor profile form
  - Sole Source Justification Form

- Any purchase (any value) when using GT Trademarks and Logos must use an authorized vendor that has an official licensing agreement with Georgia Tech. The list of authorized vendor can be found at the Communication’s website http://licensing.gatech.edu/ or contact aimee.Anderson@comm.gatech.edu

- e-Verify certification is needed for all services/purchases/contracts of $2,500 and over. This must be renewed every year.
SGA funding requires the following:

- Capital Outlay purchases (SGA defines Capital Outlay as purchases that are expected to last more than 3 years)

- All purchases $2,500 and over must be carried out by SOFO – Reimbursement will not be permitted

- Organizations must provide proof of payment for their 1/3 of the Capital Outlay purchase or may use funds in their GT Agency or GT Foundation accounts.
GEORGIA TECH CATERING PROVIDERS POLICY

- For catering purchases under $300, any licensed food service provider may be used at the choice of the event sponsor/organization.

- For all catering purchases over $300, for events on Georgia Tech property, only the approved, licensed caterers under contract with Georgia Tech may be used. A request for exception can be made by completing the **Catering Services Exception Form** and it requires prior approval from student center at least 4 weeks prior to the date of the event.

Detailed information and all forms can be found at:  
[http://www.procurement.gatech.edu/payables/food-policy](http://www.procurement.gatech.edu/payables/food-policy)

If asking SOFO to pay for your food, please make an appointment or send request via email 3 days prior to the event.

**SPECIAL NOTE:**

SOFO WILL REQUIRE THE COMPLETED GROUP MEAL FORM BEFORE THE PAYMENT OF ALL FOOD ORDERS and if over $300, the signed Food Exception Form even if processing as a reimbursement
# Food / Group Meal Event Documentation Form

**Georgia Tech**

**Purpose:** This form is used to provide documentation for all food/group meal purchases funded with institutional, Foundation and sponsored funds. Institutional funds include appropriations, departmental sales/service funds, student activity funds, and auxiliary funds. *A copy of this form must be maintained with any P-Card receipt documentation and payment requests submitted to Accounts Payable.*

Events processed through the GT Foundation or GTRC do not require use of this form.

**Business Purpose:**

**Location of Event:**

**Date(s) of Event:**

**Time (Start/End):**

**GT Event Sponsor:**

**Approval Signature**

*Pre-approval by department head/delegate is required for employee business meetings using institutional funds.*

**Type of Activity**

- [ ] Student Event
- [ ] Business Meeting
- [ ] Employee Group Meal
- [ ] Volunteer Event

- [ ] Conference, Camp & Workshop
- [ ] Contract Hospitality
- [ ] Annual Member Recognition

**Participants**

- [ ] Students
- [ ] Employees
- [ ] Non-employees
- [ ] Volunteers
- [ ] Conference Attendees

- [ ] Group event: 16+ participants (reception, banquet, open house)
- [ ] Less than 15 participants. Provide list of participants with associated dept/entity

**Meal cost per person:**

**Funding Source**

- [ ] Student Activity Fees
- [ ] Agency Funds
- [ ] Departmental Sales Rev
- [ ] Sponsored
- [ ] Institutional
- [ ] Auxiliary
- [ ] GT FDN/GTRC

**Policy Guidance**

(See policy 5.2.1.9 for detailed policy)

*Foundation funded payments for snacks, beverage service, and other meals may be processed through the Institute via Accounts Payable. Meal per diem limits and meeting length limits are not imposed. Agenda required.*
PAYMENT BY PROCUREMENT CARD (PCARD)

- Pcard can be used for any purchases under $2,499

**PCard can be used for:**
- Subscriptions
- Registration
- Supplies & Materials
- Food & Catering
- T-Shirt

**PCard can NOT be used for:**
- Motor Vehicle Fuel
- Travel & Lodging
- Cash Advances
- Gift Card Purchase
HOW TO USE PCARD TO MAKE PURCHASES

- Make appointment with the proper SOFO staff member via E-mail

- Make purchase selection via Internet in SOFO Office or submit vendor’s invoice to SOFO staff member

  **Reminder:** Inform vendor that purchase is for official State of Georgia purposes and should be exempted from state and local sales tax.

  **Advantage:** Avoid out of pocket expenses and avoid waiting to be reimbursed.
PAYMENT BY REIMBURSEMENT:

- If an organization is making purchase(s) with an invoice total less than $2,000 from their personal funds or paying from their off-campus account, then the Treasurer of your organization must:
  
  - Approve and Submit the Purchase/Reimbursement Request Form with all the original store itemized receipts to SOFO
  
  - Provide Proof of payment (receipt, bank statement, credit card statement, copy of cancelled check)

Purchases with an invoice total exceeding $2,499 must be carried out by SOFO. Reimbursement of this amount or greater are not permitted. Please note: if a GT employee makes the purchase, they can’t be reimbursed for more than $500 – No exception (this includes advisors and students)

- Requests for reimbursement must be submitted within ONE calendar month of the date of payment issuance.
PAYMENT BY INTERNAL TRANSFER:

- All of the following type of expenses and payments can be made via Georgia Tech Interdepartmental Transfer with valid PeopleSoft # & Doc.ID #

- Technique Ads / Blue Print
- Office of the Arts – Ferst Center Theatre
- Student Center’s Room Reservation
- PCS Printing services
- Craft Center
- Institute / Department charges / Facility charges
- Parking & Transportation
HOW TO REQUEST PAYMENT BY INTERNAL TRANSFER:

- Obtain Service Contract / Invoice from above listed department prior to your event
- Submit the service contract to the proper SOFO staff member
- SOFO staff will verify organization’s fund availability and send the authorization to the requesting department for making the Internal Transfer.

Reminder: Prepaying the above expenses with personal funds is not recommended.
Date Submitted: __________ Please Note: Reimbursement requests must be submitted within thirty (30) days of the date on the receipts or invoices.

Payee Name: ________________________ GT Student/Employee ID #:____________

Payee Address: ______________________________ Phone: __________________

E-Mail Address: ________________________

Description of Expense: ____________________________________________________________

Total Amount: $ __________ Please attach original itemize receipt(s) securely tape to an 8.5” x 11” piece of paper to permit audit and document scanning.

Expense To Be Charged From: SGA Budget ______ SGA Bill ______ Line # _______ Amount: ________

Agency Acct. ________ Parent’s Fund ________ GT Foundation_______

Name of Account/Organization: ______________________________________________________

Organization Officer’s Approval Signature: ___________________________ Date: __________

Officer’s Name: __________________________ Title: ______________________

Officer’s Contact Phone: _______________________ E-mail: ______________________

For employee reimbursements, employee must sign, below. “I certify that purchase was made using personal funds and supports Institute business. I have not received nor will seek reimbursement from any other source for any portion of the expense claimed.”

Payee / Employee Signature _______________________________ Date __________________

Processed By: __________ Date: __________ Approved By: __________ Date: ______

☐ Check Request Form ☐ Employee Reimbursement Form ☐ Travel Form
Reimbursement Documentation Checklist

Conference / Competition Registration Fees

___ Registration Form / Confirmation Receipt ___ Name of conference / competition attendees
___ Conference Flyer / Agenda / Brochure

Travel – Use SOFO’s Simplified Travel Reimbursement Form

Travel by Cars: ___ Declared business mileage ___ Date / Origin/ Destination (need to be completed)
___ Gas Receipt(s) ___ List of travelers

Travel by Air: ___ Flight Itinerary ___ Payment Receipt ___ Boarding Pass

Travel by Car Rental / Van Rental: ___ Rental Receipt ___ Gas Receipt(s) ___ List of travelers

Honorarium Speaker Fee / Professional Service / Coaching Fee / Instructor Fee

___ Vendor Profile Form ___ Service Invoice ___ Event Flyer ___

Catering / Food Service: ___ Caterer’s Invoice ___ Attendee List ___ Meeting Agenda ___ Group Meal Form

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Purchase above $2,000 (will not be reimbursed to individual). Purchase Order must be processed
through SOFO by submitting purchase request along with following documentations:

___ Store / Vendor’s Price Quote (item description, unit cost, quantity …)

___ Present financial support from other ON or OFF campus funding sources
   (Agency / GT Foundation Accounts, in-kind donations, gift letters, corporate sponsorship)

___ Present proof of the payment (cancelled check/ credit card statement / bank statement) showing the
   evidence of the 1/3 balance of the actual cost that SGA did not fund.

___ Sole Source Justification Form ___ Insurance (Risk & Mgt.) ___ Inventory Tag (Property)

Purchase T-Shirt / Promotional Give-A-Way with GT Logo or Trade Mark
Must use GT Contracted Vendor with

___ Pre-approval letter issued from Communication & Marketing Department

___ Copy of the art work print / design

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CONTACT INFORMATION FOR THE ACCOUNTANTS

TIER III:
Latonya Culberson
Accountant III, SOFO
(404) 894-9781
Latonya.culberson@studentlife.gatech.edu

SGA Tier II and Sport Clubs:
Edo Diabaka
Accountant III, SOFO
(404) 894-9784
Edo.diabaka@studentlife.gatech.edu

Agency / Foundation funding:
Betsey Kidwell
bkidwell@gatech.edu

Questions/Concerns:
Betsey Kidwell
Director Finance and SOFO
Student Affairs
(404) 894-9186
bkidwell@gatech.edu
Please visit our website
www.sofo.gatech.edu
or
contact a SOFO staff member and make an appointment.