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 400 chartered student organizations & the Student Government Association with financial administration

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

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

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

- Funds received from SGA Budget and Bills Allocations will be transferred into organization’s SGA account thru Georgia Tech’s Internal 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 SGA Accountant.

- 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 the institute sponsorships or corporate and private donations will be deposited to 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 Jacketpages and that you are in good standing with Leadership and Civic 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 is of how the funds will be used. Please note if more clarity is required, a SOFO staff member will request a meeting with an officer from that organization.

- 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 Accounts

1) Bring your collected funds: cash or check(s) to SOFO.

2) A SOFO staff member will issue a receipt to the organization for reconciliation record.

3) The funds will be deposited to Bursars Office for posting to the agency account.
** Make all checks payable to Georgia Tech note your organization’s name on memo line.

** We will not accept any check that is dated over 60 days old.

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

** When you have a large amount of cash for deposit, please make appointment with SOFO prior to your drop off to ensure the proper handling and secure storage of your funds.
DEPOSITING FUNDS

Foundation Account

1) Bring or mail your collected funds & check(s) to:
   Student Organization Finance Office
   353 Ferst Drive, Suite 141
   Atlanta, GA 30332-0285
   Phone#: (404)-894-9781

2) All Checks must be payable to:
   Georgia Tech Foundation

3) Note your organization’s name on memo line
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 and ask him/her 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.
In order for donors to give a GIFT by credit card, they need to provide the following:

- Credit card type
- Credit card number
- Expiration Date
- Amount to be charged
- Explanation of how it is to be applied (Make sure they have your correct Student Organization Name...not ERT but Executive Roundtable).

The accepted credit cards are Mastercard, Visa, AMEX, Discover and Diners Club.

Please contact Gift Accounting Dept at 404-894-5544 regarding credit card donations.
RECONCILING YOUR ACCOUNT

- Treasurer should always keep their own records of the account activity and periodically reconcile with reports provided by our accountant.

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

- SGA Account Inquiries should be requested via e-mail to: Sport Clubs and Tier II organizations: edo.diabaka@vpss.gatech.edu; Tier III Organizations: ninh.tran@vpss.gatch.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
PAYMENT BY CHECK REQUEST

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

- Honorarium Payment: Speakers, Short Course Instructors, Coaches

These types of payments are reportable to the IRS if over $600
Per calendar year, therefore, a GT Vendor Profile Form is required
for all of the above service payment.

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

- If organization prepaid any of the above payment (regardless of the amount and forms of payment), the organization will not be reimbursed for the expense.
How to request payment on these type of expenditures:

- Submit Expense Request Form;
- Attach vendor’s invoice that contain: an itemized description, 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 requisition via 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 non-Georgia Tech contracted vendor must have or will need to go out for bid:
  - 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/](http://licensing.gatech.edu/) or contact aimee.Anderson@comm.gatech.edu

- e-Verify certification is needed for all services/purchases/contracts of $2500 and over.
Requires the following:

- **Capital Expenses (funds from Capital Outlay account)**
  Must be carried out by SOFO – Reimbursement will not be permitted

- **Organization must make funds available (1/3 of Capital Outlay) that SGA does not fund to SOFO through an on-campus Agency fund or GT Foundation fund.**

- **Consultant & Coaching Fees must be processed and paid by SOFO - Reimbursement will not be permitted**

- **Travel Expenses must be paid for by reimbursement using SGA / SOFO’s Travel Expenses Statement Form – U.S. Travel For Student Organizations**
  Requests for travel reimbursement must be submitted within ONE calendar month from the traveler’s returning date.
CHANGES TO THE FOOD POLICY

- 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 3 weeks prior to the date of the event.**

  http://www.ssc.gatech.edu/catering_policy.php

- Per Diem rates apply to Foundation and Agency Accounts
- State Per Diem Rates-
  - $7 for Breakfast
  - $9 for Lunch
  - $20 for Dinner

- The complete food policy grid can be found at: http://www.procurement.gatech.edu/payables/food-policy
## PAYMENT BY PROCUREMENT CARD (PCARD)

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

<table>
<thead>
<tr>
<th>PCard can be used for:</th>
<th>PCard can NOT be used for:</th>
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<tbody>
<tr>
<td>✓ Subscriptions</td>
<td>X Motor Vehicle Fuel</td>
</tr>
<tr>
<td>✓ Registration</td>
<td>X Travel &amp; Lodging</td>
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<tr>
<td>✓ Supplies &amp; Materials</td>
<td>X Cash Advances</td>
</tr>
<tr>
<td>✓ Food &amp; Catering</td>
<td>X Gift Card Purchase</td>
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<td>✓ T-Shirt</td>
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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 (2 – 3 weeks) to be reimbursed.**
PAYMENT BY REIMBURSEMENT:

- If organization’s member is making purchases 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 Expense Reimbursement Request Form with all the original store itemize receipts to SOFO
  - Provide Proof of payment (bank statement, credit card statement, copy of cancelled check )

Purchases with an invoice total exceeding $2,000 must be carried out by SOFO. Reimbursement of this amount or greater are **not permitted**.

**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
  - Ferst Center of Arts
  - 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.
Georgia Institute of Technology
Expense Reimbursement Request Form
Student Organization Finance Office
353 Ferst Dr. Smithgall (Flag) Building, Suite 141 Room 142

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. __________ SLCAB __________ 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 this 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

Date Submitted to: A/P __________ Check # __________ Check issued Date: __________

☐ Petty Cash Form -- Pick up By: ___________________________ Date: __________

SOFO FORM 08/2015. This form can be found at http://www.sofo.gatech.edu
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 Car: ___ 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 $1,000 (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 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
CONTACT INFORMATION FOR THE ACCOUNTANTS

Agency / Foundation funding:
Latonya Culberson
Accountant III, SOFO
(404) 894-9781
Latonya.culberson@vpss.gatech.edu

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

SGA Tier III:
Ninh Tran
Financial Analyst I
Student Organization Finance Office
(404) 894-9118
Ninh.tran@vpss.gatech.edu

Questions/Concerns:
Betsey Kidwell
Director Finance and SOFO
Student Affairs
(404) 894-9186
Betsey.kidwell@gatech.edu
QUESTION(S)?

Please visit our website
www.sofo.gatech.edu
or
contact a SOFO staff member and make an appointment.