

# Student Organization Finance Office

## Consultant/Coach/Speaker Payment Procedure

Follow this procedure for consultant/coach/speaker payment:

1. Make sure you have a budget allocated, or you submitted a bill that has passed the SGA vote.
2. Wait until the consultant/coach/speaker has rendered their service.
3. If your consultant/coach/speaker does not have a Georgia Tech vendor number, ask them to fill out the Vendor Profile Form at [vpa.procurement.gatech.edu](http://vpa.procurement.gatech.edu).
4. Obtain an invoice from your consultant/coach/speaker. In the case that you have to pay the vendor on the day of the service, submit the invoice to SOFO for payment at least 2 weeks ahead of the event.
5. Submit an invoice from the vendor to SOFO for payment.

**NOTE:** Consultant/Coach/Speaker payment will only be processed through SOFO, no reimbursements for payment are permitted. Honorarium payments are limited to less than \$2500, unless a procurement officer approves the payment request.

