

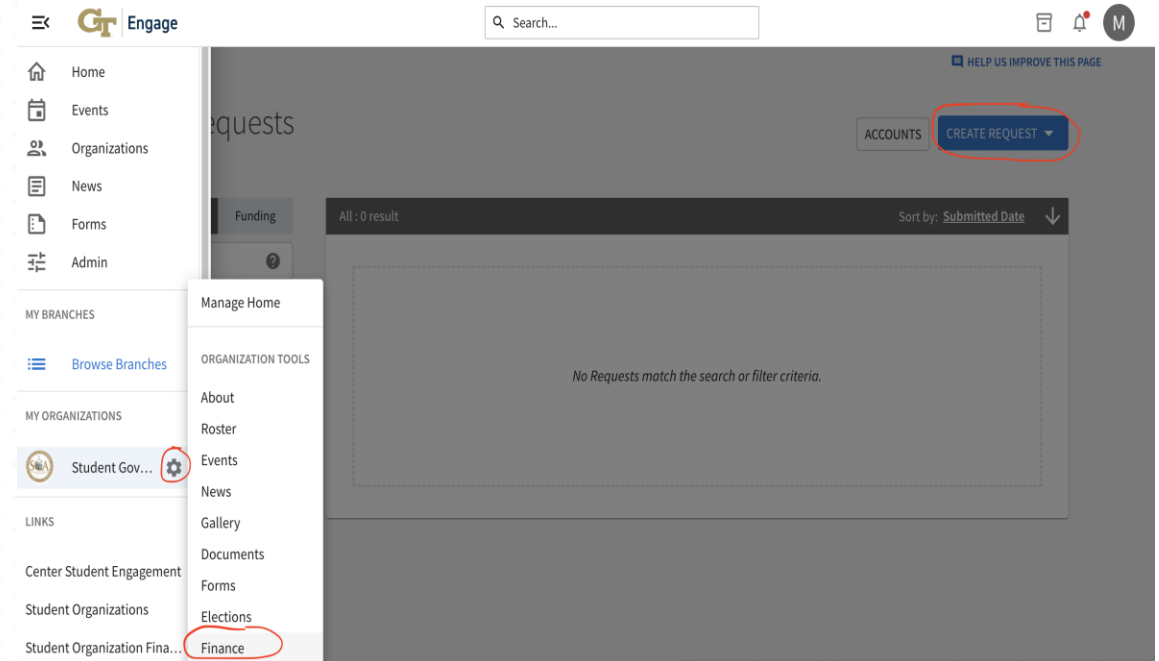
# Registered Student Organizations Financial Training FY25

Training on SGA and SOFO Process in Engage

# Requesting Funds through Bills

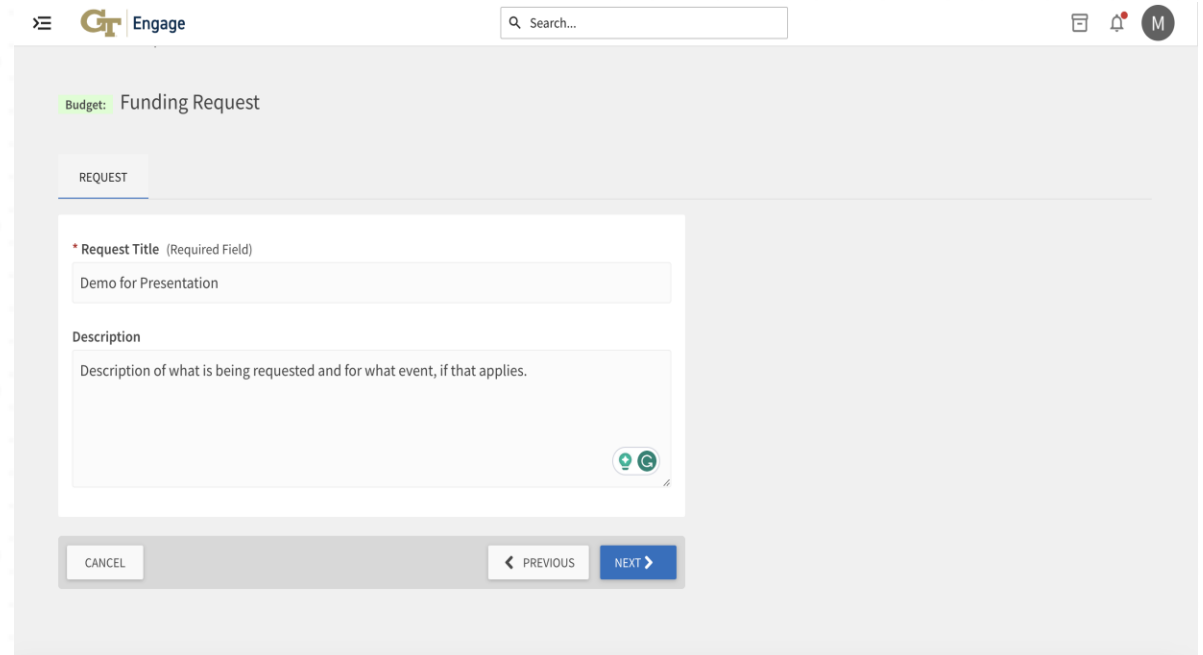
# Locating the Funding form

1. Log into Engage
2. Go to 'My Organizations' on the left toolbar
3. Click the settings wheel and 'Finance'
4. Click 'Create Request'
5. Then click 'Create Budget Request'
6. Scroll and choose 'SGA Bills Process FY25.'
7. Pick 'Bill Request'






# Naming the Bill

1. Add a name for your request
2. Describe what you want funding for
3. For events and activities, include their purpose.
4. For events and registration, mention the number of expected attendees



The screenshot shows the 'Engage' platform interface for creating a 'Request'. The page title is 'Budget: Funding Request'. The 'REQUEST' tab is active. The form includes a required field for 'Request Title' with the value 'Demo for Presentation' and a 'Description' field with the placeholder text 'Description of what is being requested and for what event, if that applies.'. Navigation buttons at the bottom include 'CANCEL', 'PREVIOUS', and 'NEXT'.

> Engage    

Budget: Funding Request

REQUEST

\* Request Title (Required Field)

Description

# Answering the Prompts

1. Read the instructions
2. Look at the link for the Funding Allocation Guidelines
3. Answer all prompts truthfully
4. **Do NOT** purchase items **PRIOR** to approval
5. For attendance, mention GT and non-GT students attending

GT Engage

Search...

## Demo for Presentation

### Instructions

Prior to submitting your item requests, please answer the below prompts as they pertain to the activities these items will be used for. Please also have supporting documentation prepared, as all items must have it in order to be considered for funding.

\* Please familiarize yourself with the [RSO Funding Allocations Policy](#) prior to making your request. The policy highlights what can and cannot be funded, and to what extent, via SGA's Bills Process.

I am already familiar with the policy

I have taken note of the policy for future use.

\* Has your RSO already purchased any items you are requesting, or signed a contract? If so, your RSO is **not eligible** for receiving funding on items that were purchased **prior** to the bill request being approved. SGA reserves the right to lower approved funds if it is determined that items were purchased prior to approval.

The RSO has not purchased any requested items nor signed any contracts.

The RSO has purchased some requested items or signed a contract.

# Understanding the Funding Section

- "Requested Total" is the amount the RSO requested
- "Reviewer Adjusted Total" is the amount adjusted to fit SGA policy: Will be the amount approved
- The "Sections" are the different areas your items can fall into
- Each "Section" has a description right below to explain caps and limits
- Click 'Add Item' to add to each desired section
- Please REFRAIN from adding another Section

GT Engage

Search...

## Demo for Presentation

Requested Total \$0.00

Reviewer Adjusted Total \$0.00

Sections (6)	# of Line Items (0) (Max. 200)	Amount
Food/Drink	0	\$0.00
Competitive Events	0	\$0.00
Venue Rentals and Speaker Fees	0	\$0.00
Publicity	0	\$0.00
Other PY Items	0	\$0.00
Capital Outlay	0	\$0.00

### Budget Section:

#### Food/Drink

*This includes food for consumption, food not intended for consumption, and food-related items. Please note the policy below: 1. Food/Drink costs under the Catering Providers Policy limit can be funded at 100% regardless of attendance. 2. Food/Drink costs above the Catering Providers Policy limit and with attendance of fewer than 100 people can be funded at 2/3rds. 3. Food/Drink costs above the Catering Providers Policy limit and with attendance of more than 100 people can be funded at the LOWER of \$10 per attendee or 80% of the total food costs. 4. Food not intended for consumption is capped at \$50. 5. Food-*

# Adding a Line Item

1. Choose your 'Line-Item Category'
2. Read the description found below each category item
3. Provide the name and description; the more detail, the better
4. Provide the quantity and unit cost
5. Upload documentation to prove pricing; this is NEEDED
6. Click 'Save' to save the line item
7. Repeat as needed
8. Once done, click 'Submit.'

## New Line Item

- Tournament Registration (Expense)
- Travel via Vehicles (Expense)
- ✓ Travel via Airplane (Expense)
- Lodging (Expense)
- Coaching Stipends (Expense)
- Hosting a Tournament (Expense)
- Liability Insurance (Expense)
- Membership/Dues (Expense)

\* Name (Required Field)

Travel via Delta to Conference Match

Description

Requesting flights on Delta for 10 members on September 3 and 5th. Will be flying from ATL to LAX roundtrip for (enter reasoning)



\* Quantity

10

X

\* Cost

\$ 250

=

Total

\$2,500.00

Upload Support Document (10MB max)

Choose File No file chosen

# Process for Bill Review

1. Once a bill is submitted, it will be assigned to a JFC member for initial review.
2. During initial review, a bill may be sent back to you for edits or send forward to JFC group review.
3. During group review, the JFC will look over the bill to make sure it is within policy, then determine whether to approve, edit, deny, or send your bill back for revisions.

This process should take roughly 1-2 weeks from the date of your bill's submission most of the time. During especially busy periods, this could take longer. I recommend submitting bills at least 30 days before funding is needed just to be safe.



# Other Notes

- Funding is no longer “PY” or “CO”. There are new categories on the RSO Allowable Cost List, each with their own funding restrictions. BE AWARE of new caps.
- When your request is approved, you will receive an email saying so. DO NOT purchase anything prior to approval.
- Approved requests are final; There's no way to go back and edit once approved.
- There is a new Fall-Spring Rollover policy. You will be receiving more information near the end of the fall semester, but essentially you will need to specify any funding that you wish to rollover from Fall to Spring. Any unspecified funds will return to SGA to be redistributed through the bills process in the Spring.
- Lastly, if there are any questions or concerns, please reach out to [finance@sga.gatech.edu](mailto:finance@sga.gatech.edu)

# Common Mistakes & Best Practices

- Documentation for any line item should include at least the vendor name and price.
- When requesting money for travel/lodging/competition registration, you must include a list of students who will be traveling/competing.
- To receive money for an event, the event **MUST** be published on Engage.
- When planning multiple events, each event should be submitted as its own funding request.
- Lines should be very specific- we cannot fund general or miscellaneous lines.

# SGA Funds

- Funds received from SGA Budget and Bills Allocations will be transferred into organization's SGA Engage Account.
- Disbursement for the line items 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 General Allocation Account.

**Questions?**

# Payments and Reimbursements Process

# SOFO Services

SOFO's primary functions are to disperse funds for student organizations and to assist with the fiscal management of the following accounts:

- SGA Budget and SGA Bill Allocations
- Custodial Funds
- Georgia Tech Foundation Funds
- Parents Fund for Student Life & Leadership

Please visit "[sofo.gatech.edu](https://sofo.gatech.edu)" to learn more about:

- Consultant, Coach, or Speaker Payment
- Depositing Funds
- Payments
- Purchasing Procedure
- Travel Reimbursement
- Do's and Don'ts

# Checking your RSO Balances

In your RSO Engage, select **Finance**:

The screenshot displays the Georgia Tech Engage interface. On the left is a vertical navigation menu with icons for Home, Calendar, People, Documents, Files, and Lists. Below these are circular icons for various organizations: D (DramaTech Theatre), IISE, ORGANIZATION TOOLS, About, Roster, Events, News, Gallery, Documents, Forms, Elections, and **Finance** (highlighted with a red circle). The main content area is titled "Explore Georgia Tech Engage" and features two yellow banners: "SGA'S funding process is changing. Read more" and "How to Reserve Space for RSOs". Below the banners are four event cards: "Down Home", "Explore ATL", "Free Cold Brew Coffee at Grace House on Your Way to Taste of Tec...", and "Ice Cream Social and Tabling". A "VIEW MORE EVENTS" button is located at the bottom right of the event grid.

Explore Georgia Tech Engage

**SGA'S funding process is changing. Read more**

SGA is transitioning from JacketPages to Engage for the Budget/Bills Funding Process. [View these instructional videos developed to help ease the transition.](#)

**How to Reserve Space for RSOs**

**Did you know?** To book space on campus, qualified officers must have the appropriate access. RSOs use the Roster Tool to manage Room Reservation Access. [Learn more about assigning access here.](#)

All Events

- Manage Home
- ORGANIZATION TOOLS
- About
- Roster
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Finance**

**Down Home**  
Government Center Presents  
to everyone!  
ON ENGAGE  
m & 4pm in Howey L1

**Explore ATL**  
Wednesday, August 16 at 5:00PM EDT  
BCM  
Baptist Collegiate Ministries

**Free Cold Brew Coffee at Grace House on Your Way to Taste of Tec...**  
Wednesday, August 16 at 5:00PM EDT  
Grace House  
Grace House

**Ice Cream Social and Tabling**  
Wednesday, August 16 at 6:00PM EDT  
DramaTech Theatre  
DramaTech Theatre

VIEW MORE EVENTS

# Checking your RSO Balances

In Finance: Click Accounts and consider the Available balance.

Purchase Requests HELP US IMPROVE THIS PAGE

**ACCOUNTS** CREATE REQUEST

Budget Purchase Funding

Search ?

Status All Statuses

Stage All Stages

Category All Categories

Show Only Recently Deleted

All : 2 results Sort by: Submitted Date

Edo Diabaka Test 2 No. 168   Submitted Jul 5, 2023   Status: Approved   Stage: For SOFO Only: Check Request Sent	\$ 100.00
Edo Diabaka Test No. 167   Submitted Jul 5, 2023   Status: Unapproved   Stage: Submitted	\$ 20.00

All Results Loaded

Finance CREATE NEW REQUEST

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

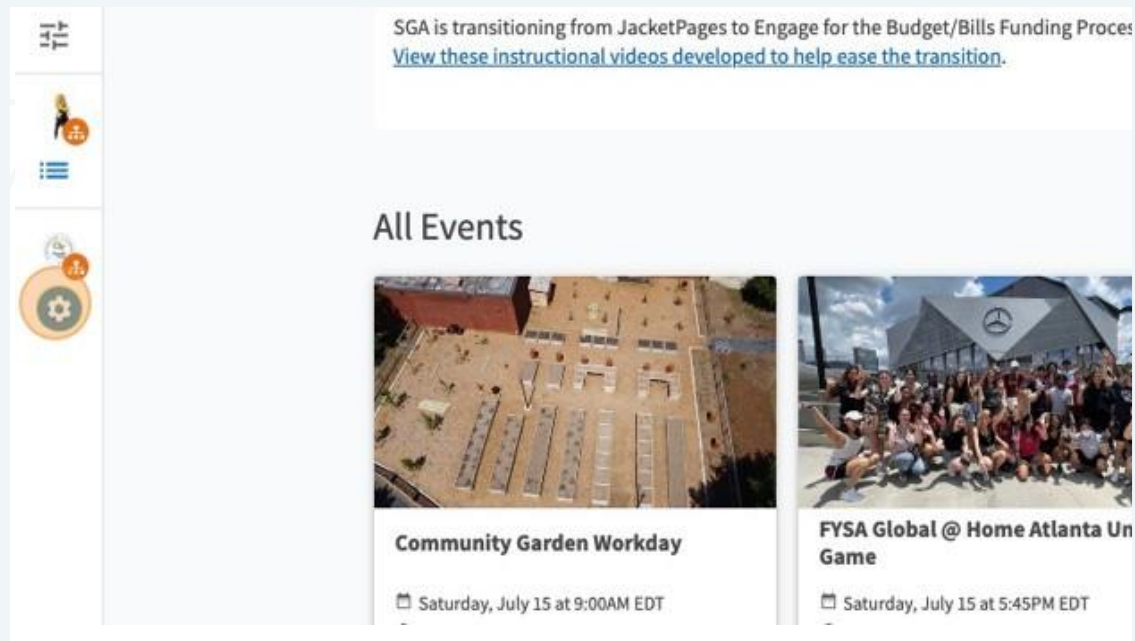
BUDGET REQUESTS PURCHASE REQUESTS FUNDING REQUESTS ACCOUNTS

Name	Description	Parent	Balance	Available
<a href="#">GTF SGA Greenovation</a>			\$9,744.00	\$9,744.00
<a href="#">GTF Cox, Jerry Endow</a>			\$10,492.00	\$10,492.00
<a href="#">GTF SGA Emergency Fund</a>			\$21,650.00	\$21,650.00
<a href="#">GTF Undergraduate SGA Community...</a>			\$0.00	\$0.00
<a href="#">SGA Student Council-Administrative</a>	SGA Budget Allocation	SGA Main Allocation Account	\$52,250.00	\$52,250.00
<a href="#">SGA Undergrad Legislative Reserves</a>		SGA Main Allocation Account	\$20,582.00	\$20,582.00
<a href="#">StOrg Menstrual Product Program</a>			\$0.00	\$0.00
<a href="#">Student Government Association</a>	This account is used to fund SGA bills ...		(\$25.00)	\$0.00



# Requests Submission Process by the RSO Financial Officer

1. When a **Financial Officer** wants to submit a finance request to SOFO, they should hover over the relevant organization's profile picture and select the gear icon.

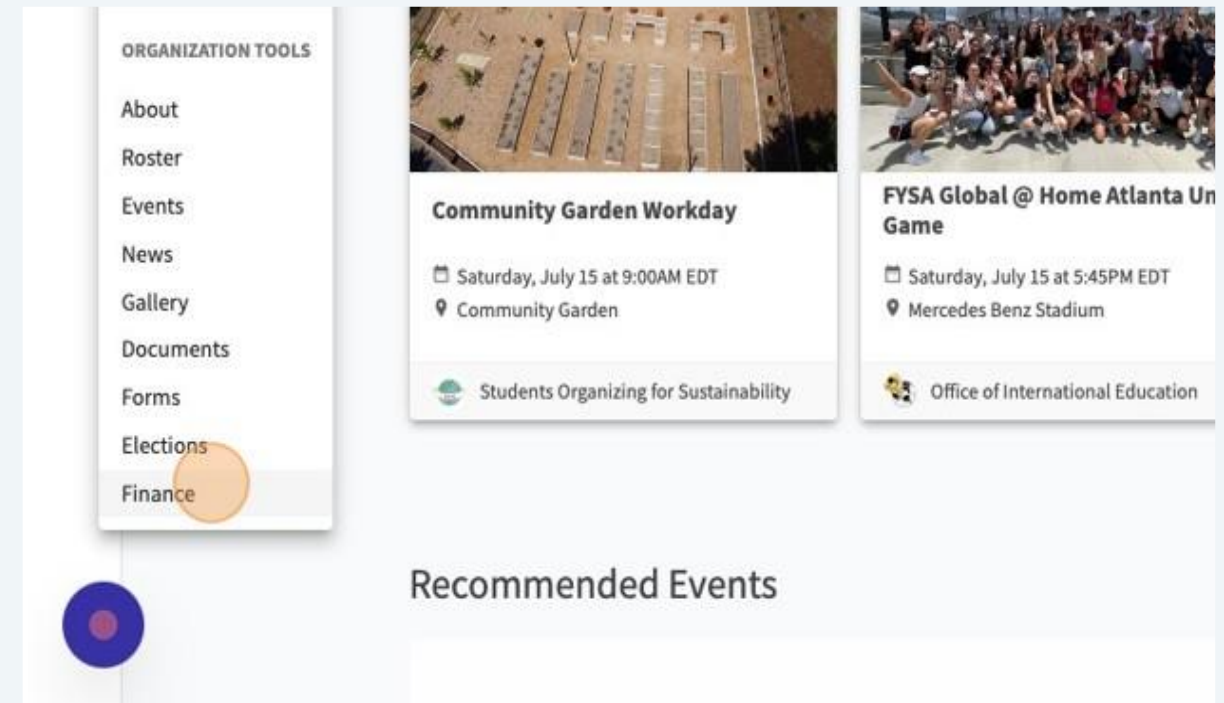


SGA is transitioning from JacketPages to Engage for the Budget/Bills Funding Process. [View these instructional videos developed to help ease the transition.](#)

### All Events

Event Name	Date and Time
Community Garden Workday	Saturday, July 15 at 9:00AM EDT
FYSA Global @ Home Atlanta Un Game	Saturday, July 15 at 5:45PM EDT

2. After the toolbar appears, students will select "finance".



**ORGANIZATION TOOLS**

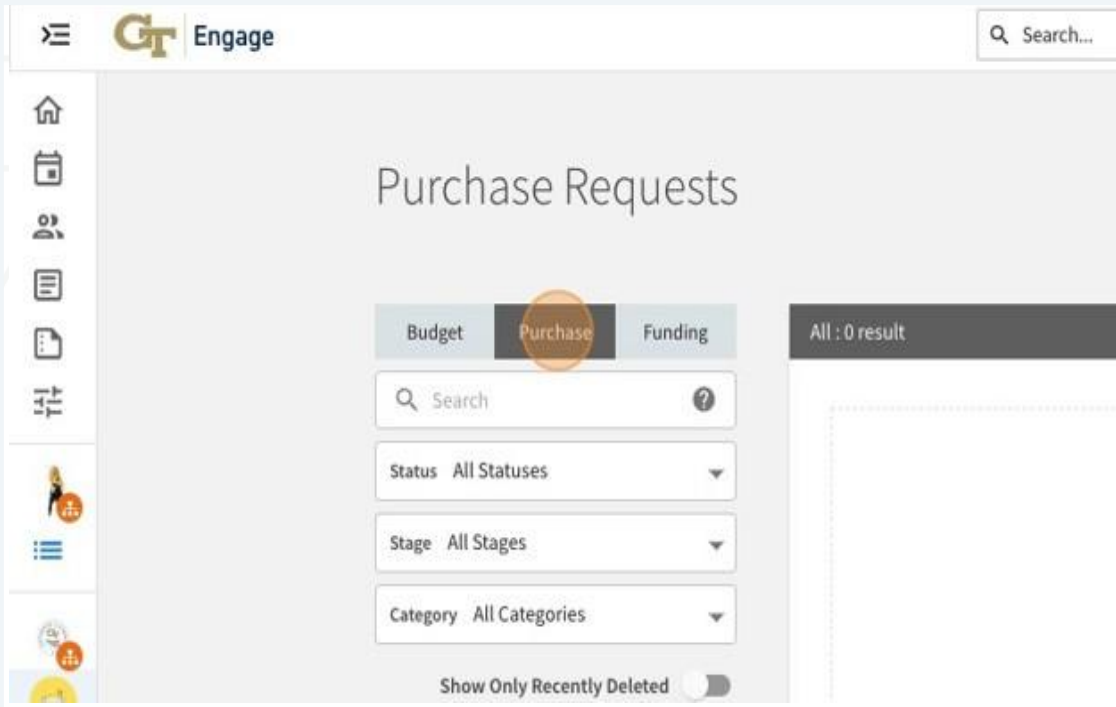
- About
- Roster
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Finance**

Event Name	Date and Time	Location	Organization
Community Garden Workday	Saturday, July 15 at 9:00AM EDT	Community Garden	Students Organizing for Sustainability
FYSA Global @ Home Atlanta Un Game	Saturday, July 15 at 5:45PM EDT	Mercedes Benz Stadium	Office of International Education

### Recommended Events

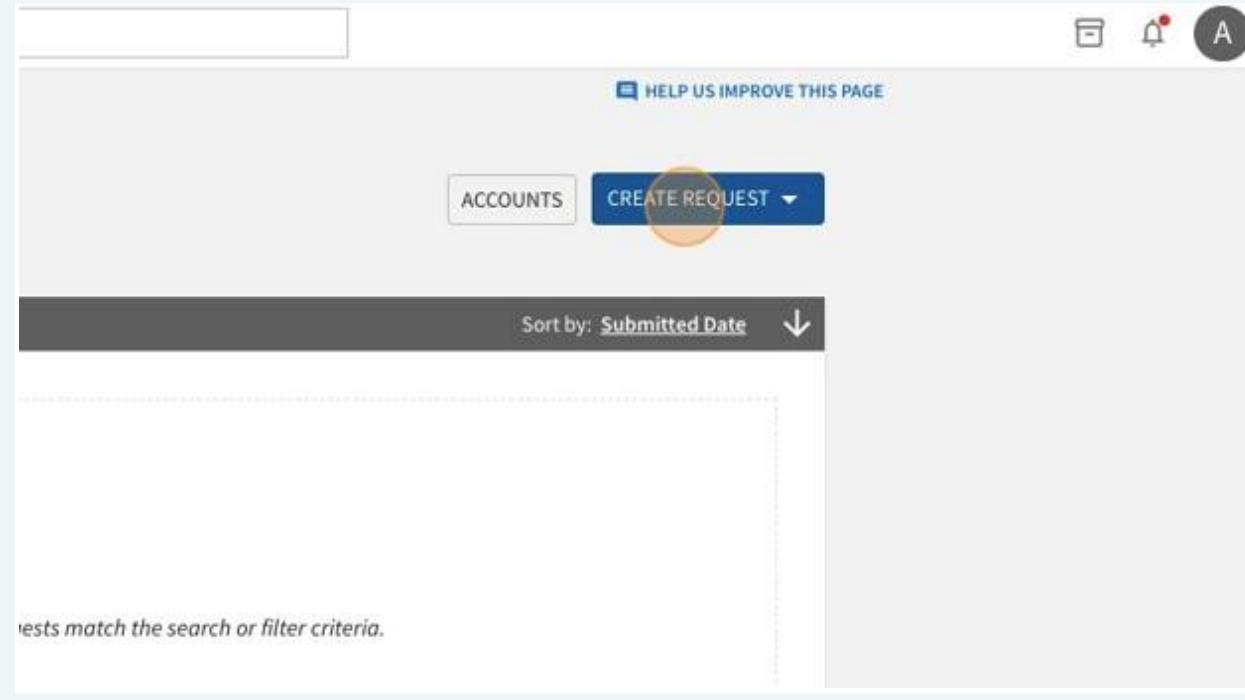
# Engage Submission Process by the RSO Financial Officer

3. Once brought to the finance tool, students will be focusing on the purchase section, as this is where their submitted SOFO request will appear.



The screenshot shows the Engage interface for 'Purchase Requests'. The top navigation bar includes the Engage logo and a search bar. A left sidebar contains various navigation icons. The main content area is titled 'Purchase Requests' and features three tabs: 'Budget', 'Purchase' (highlighted with a red circle), and 'Funding'. Below the tabs is a search bar and several filter dropdowns: 'Status All Statuses', 'Stage All Stages', and 'Category All Categories'. At the bottom, there is a 'Show Only Recently Deleted' toggle. The results area is currently empty, displaying 'All : 0 result'.

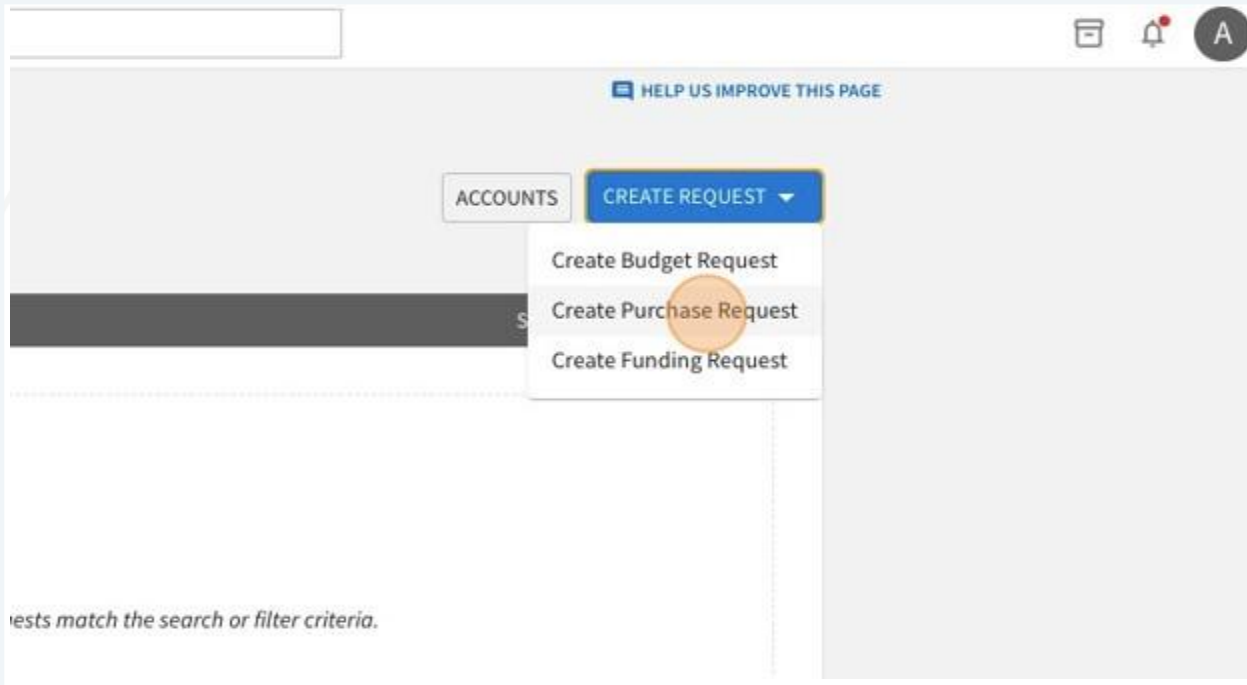
4. To submit a purchase request/reimbursement, students will select the "create request" button.



The screenshot shows the Engage interface for 'Purchase Requests'. The top navigation bar includes the Engage logo and a search bar. A left sidebar contains various navigation icons. The main content area is titled 'Purchase Requests' and features two buttons: 'ACCOUNTS' and 'CREATE REQUEST' (highlighted with a red circle). Below the buttons is a 'Sort by: Submitted Date' dropdown menu. The results area is empty, displaying 'No results match the search or filter criteria.'

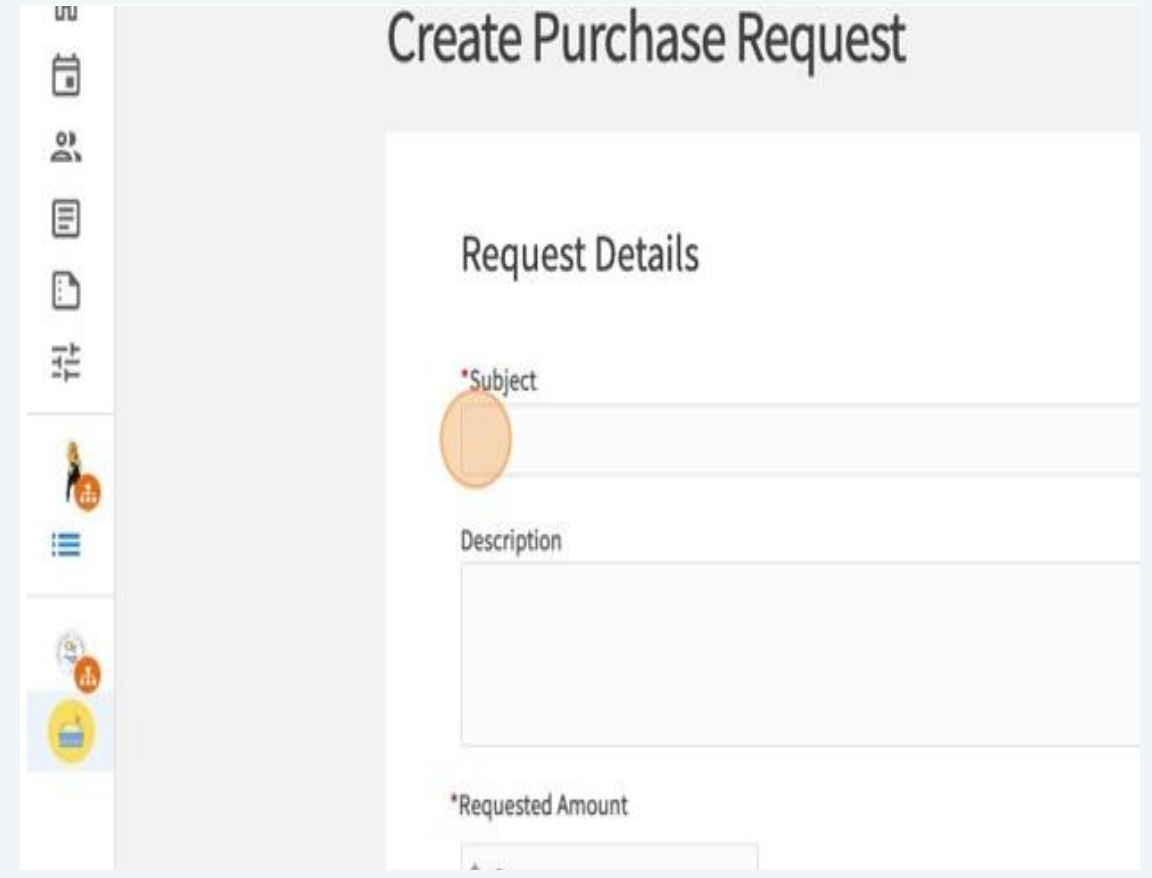
# Engage Submission Process by the RSO Financial Officer

- For SOFO Purchases and Reimbursements, students will click "Create Purchase Request".
- The "Budget Request" button is what students will select when submitting a bill to SGA, parents fund, or the student foundation.
- The "Funding Request" button would be used for an organization that wanted to request money be moved into their account (ex. hosted a fundraiser and needs to add funds).



A screenshot of a web application interface. At the top right, there are icons for a folder, a notification bell, and a user profile 'A'. Below these is a search bar and a link that says "HELP US IMPROVE THIS PAGE". In the center, there is a navigation menu with a tab labeled "ACCOUNTS" and a blue button labeled "CREATE REQUEST" with a dropdown arrow. The dropdown menu is open, showing three options: "Create Budget Request", "Create Purchase Request" (which is highlighted with an orange circle), and "Create Funding Request". At the bottom left, there is a faint text that reads "ests match the search or filter criteria."

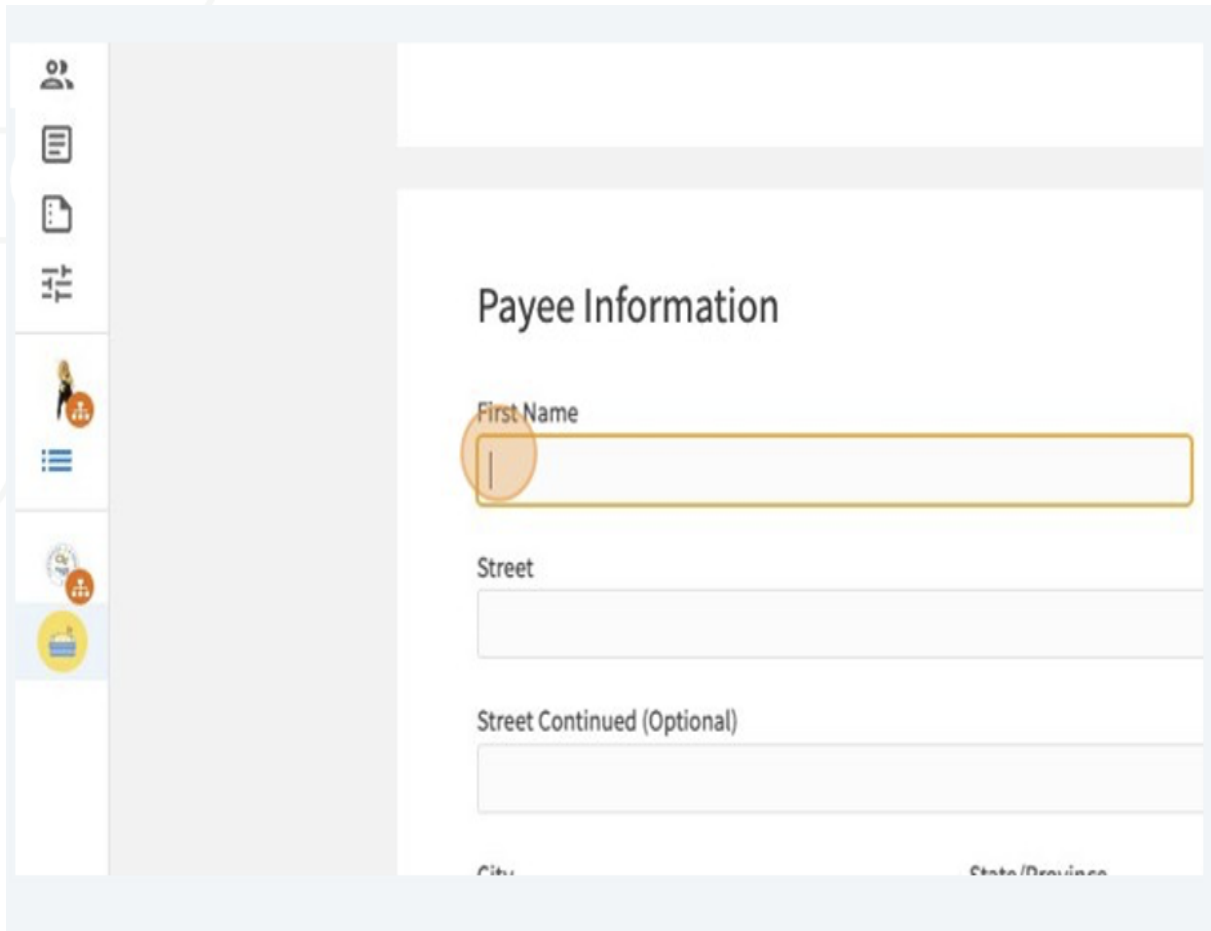
5. Once you begin the purchase request you fill in all relevant details.



A screenshot of the "Create Purchase Request" form. The title "Create Purchase Request" is at the top. Below it is a section titled "Request Details". The form contains several fields: a "Subject" field with an asterisk and a red circle next to it, a "Description" field, and a "Requested Amount" field with an asterisk. On the left side of the form, there is a vertical sidebar with several icons representing different system functions.

# Engage Submission Process by the RSO Financial Officer

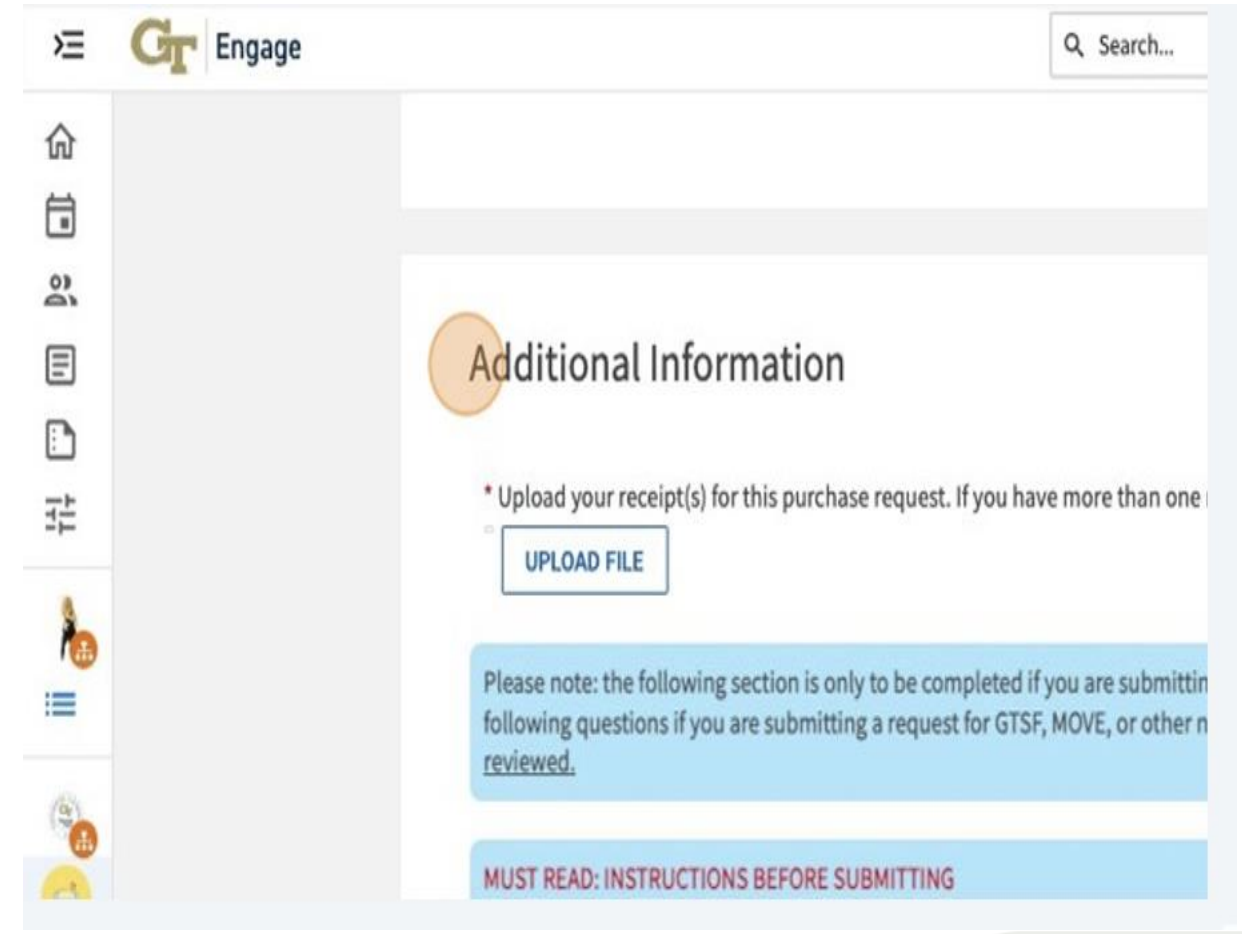
6. This includes payee information.



The screenshot shows the 'Payee Information' section of the Engage system. It features a vertical sidebar on the left with various navigation icons. The main content area contains the following fields:

- First Name:** A text input field with a yellow highlight and a small orange circle next to it.
- Street:** A text input field.
- Street Continued (Optional):** A text input field.
- City:** A text input field.
- State/Province:** A dropdown menu.

7. It also includes any required SOFO questions in the additional information section

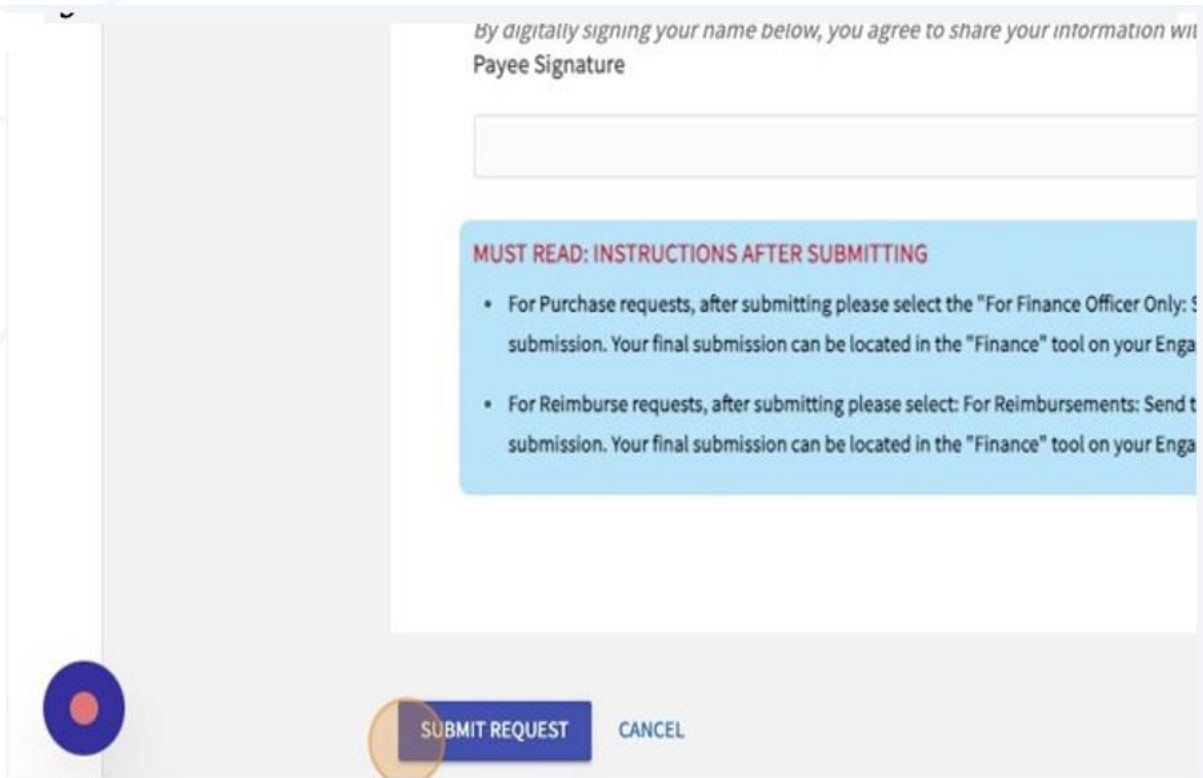


The screenshot shows the 'Additional Information' section of the Engage system. It features a vertical sidebar on the left with various navigation icons. The main content area contains the following elements:

- Additional Information:** A section header.
- Upload Receipts:** A note: "\* Upload your receipt(s) for this purchase request. If you have more than one" followed by an "UPLOAD FILE" button.
- Note:** A blue box containing the text: "Please note: the following section is only to be completed if you are submitting following questions if you are submitting a request for GTSF, MOVE, or other n reviewed."
- MUST READ:** A blue box containing the text: "MUST READ: INSTRUCTIONS BEFORE SUBMITTING".

## Engage Submission Process by the RSO Financial Officer

8. Submitted will appear in the purchase section of the RSOs finance tool. After filling out the request, the RSO **Financial Officer** will hit the "submit request" button. After the submission, the Financial Officer will change the stage to notify the next person.



By digitally signing your name below, you agree to share your information with

Payee Signature

**MUST READ: INSTRUCTIONS AFTER SUBMITTING**

- For Purchase requests, after submitting please select the "For Finance Officer Only: S submission. Your final submission can be located in the "Finance" tool on your Enga
- For Reimburse requests, after submitting please select: For Reimbursements: Send t submission. Your final submission can be located in the "Finance" tool on your Enga

SUBMIT REQUEST CANCEL

After submitting the request, the Financial Officer Should make sure to change the request stage from "Submitted" to "Send to SOFO Accountant". This task can only be completed by the person with the Financial Officer role of the RSO.

- Failure to change the stage results in your request not being submitted to SOFO.
- For reimbursements, the process has to start by the payee on the SOFO website using DocuSign. The financial officer must attach the approved DocuSign submitted by the payee in addition to the receipts.

**Let's practice with an  
example.  
Questions?**

## Custodial and Foundation Funds

- Funds that organizations collect from membership dues, ticket or fundraising sales etc., can be deposited into organization's Custodial account
- Funds received from institute foundation funds 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.

## Establishing custodial/foundation accounts

- If you are a chartered organization, ensure your organization's information is updated in Engage and that you are in good standing with the Student Engagement Office. If you are not chartered, you must make an appointment with the CSE office.
- Submit your request via E-mail to the SOFO Accountant assigned to your organization stating your organization's name (to be used as account name), also include the contact information: name/phone/e-mail addresses of your President and Treasurer.
- When creating a Foundation account, the organization must 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 donor's contact information 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.



# Depositing funds

## Custodial 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 custodial 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:



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

# Remember

- Make all checks payable to Georgia Tech (Custodial) or to Georgia Tech Foundation (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 any bank fees incurred for any returned 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 GT Foundation

- If a donation is made payable to your group, please contact the donor(s) and ask them to void and resend a new check for GT Foundation.
- Georgia Tech Foundation will not process these checks unless they are submitted correctly.

# Other methods of receiving gifts

- CREDIT CARDS: Please contact the Gift Accounting Dept at 404.894.5544
- ONLINE GIVING: Please send the following in an email to the donor.

Hi Mr./Ms. xxx. Here are the instructions for making an online donation.

Go to <http://development.gatech.edu>, and select the “GIVE NOW” box toward the top middle of the page. Enter your gift amount at the top and again in the “Other Designation” box. Finally, in the “If other, please specify” box, put [your RSO's name].

Once the transaction is completed, you will receive an automatic reply indicating the transaction was successful and thanking you for the gift. The Office of Development Gift Accounting Office will also receive an email notification of the gift and will ensure that it gets deposited into the proper account and acknowledged as soon as possible.

Thanks so much for your generous support!

# Service & honorarium 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://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER\\_REGISTRATION\\_PROD](https://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER_REGISTRATION_PROD)

- 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 GT

# Goods Purchases

- Any purchase above \$2,499, or service payment of any amount, must be submitted through GT purchasing department. Your purchase must be requested 3-4 weeks in advance to be processed through GT Procurement.
- 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 might need a sole source justification and any purchase over \$24,999 from a non-Georgia Tech contracted must go out for bid regardless of sole source justification.
- Remember the supplier Registration

# Goods Purchases

- Any purchase/reimbursement (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](mailto:aimee.Anderson@comm.gatech.edu).
- Note you must provide supporting documentation that the GT name or any GT logos were not used.
- E-Verify certification is needed for all services/purchases/contracts/p-card payments of \$2,500 and over. This must be renewed with every purchase.



# Georgia Tech Catering Providers Policy

- For catering purchases under \$600, any licensed food service provider may be used at the choice of the event sponsor/organization.
- For all catering purchases over \$600, 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:

<https://policylibrary.gatech.edu/campus-use-facilities/catering-providers-policy>

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

# Georgia Tech catering providers policy

## SPECIAL NOTE:

SOFO WILL REQUIRE THE COMPLETED GROUP MEAL FORM and the Purchase/Reimbursement FORM BEFORE THE PAYMENT OF ALL FOOD ORDERS and if over \$600, the signed Food Exception Form even if processing as a reimbursement.

A food form is unnecessary for food expenses covered by Custodial funds.

# Payment by procurement card (PCARD)

- Card can be used for any purchases under \$2,499.
- Pcard can be used for student **lodging** in certain circumstances.
- P-Card can be used for:
  - ✓ Subscriptions
  - ✓ Registration
  - ✓ Supplies & Materials
  - ✓ Food & Catering
  - ✓ T-Shirt
- P-Card 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 SOFO via E-mail.
- REMEMBER TO: Inform vendor that the 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.

# Purchase Reimbursements

- If an organization is making purchase(s) with an invoice total less than \$2,499 from their personal funds or paying from their off-campus account, then the Financial Officer of your organization must:
  - Approve DocuSign through [sofo.gatech.edu](https://sofo.gatech.edu) with all the original itemized receipts submitted by the payee, and then enter the Purchase/Reimbursement Request Form in Engage for processing by SOFO,
  - Provide Proof of payment (receipt, bank statement, credit card statement, copy of cleared check)
  - Requests for reimbursement must be submitted within ONE calendar month of the date of payment issuance.
  - 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 acting as employees.)

# Payment by internal transfer

- All of the following type of expenses and payments can be made via Georgia Tech Interdepartmental Transfer. Please submit your request in Engage and SOFO will take care of the rest.
  - 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
  - Campus Recreation Center (CRC)

# How to request payment by internal transfer

- Obtain Service Contract / Invoice from above listed department prior to your event
- Submit the service contract to SOFO via Engage with the completed Purchase/Reimbursement Form
- SOFO staff will send the authorization to the requesting department for making the Internal Transfer.
- REMINDER: Prepaying the above expenses with personal funds is *not* recommended.

# Contact a SOFO staff member

Latonya Culberson  
Financial Analyst II  
404.894.9781

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