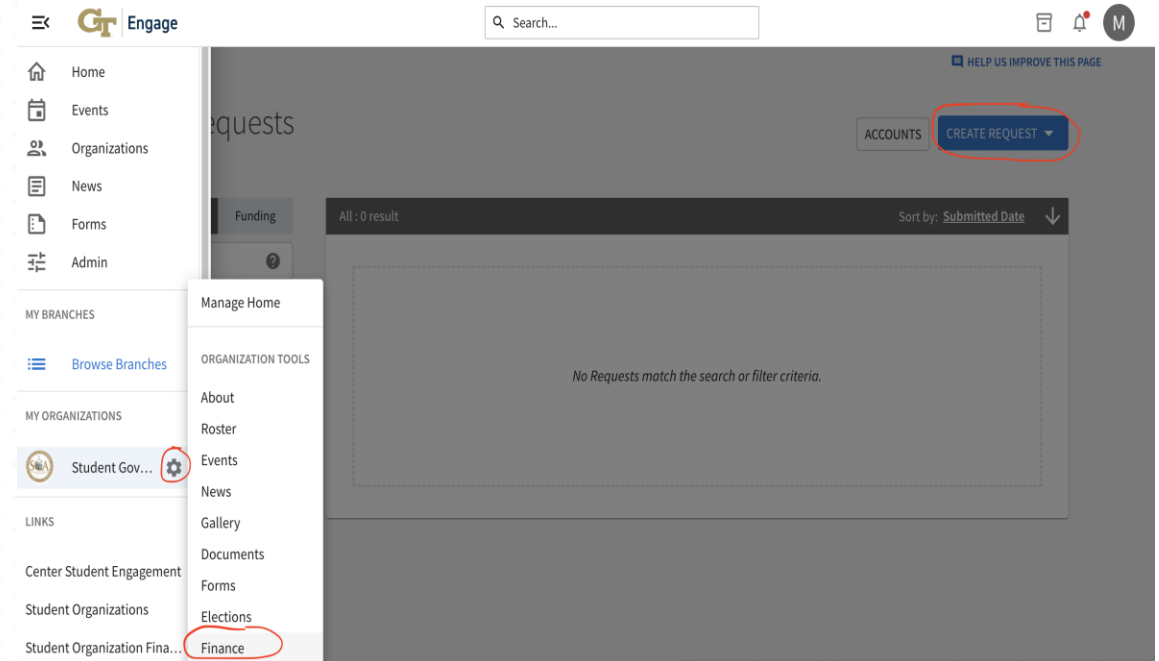# Registered Student Organizations Financial Training FY25

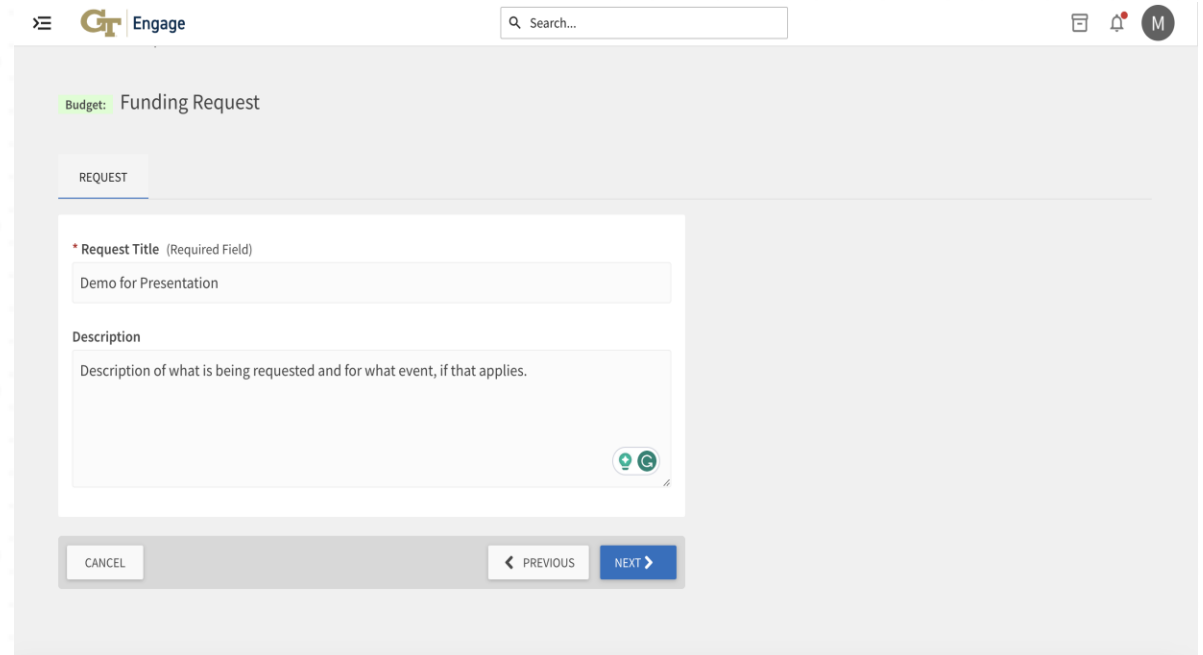Training on SGA and SOFO Process in Engage

Georgia Tech

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

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

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

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   *** Cost**   Total

10   X $ 250   = $2,500.00

Upload Support Document (10MB max)

Choose File | No file chosen

Georgia Tech

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.

Georgia Tech

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

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.

Georgia Tech

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.

Georgia Tech

Questions?

Georgia Tech

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" to learn more about:

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

Georgia Tech

Checking your RSO Balances

In your RSO Engage, select Finance:

Checking your RSO Balances

In Finance: Click Accounts and consider the Available balance.

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.
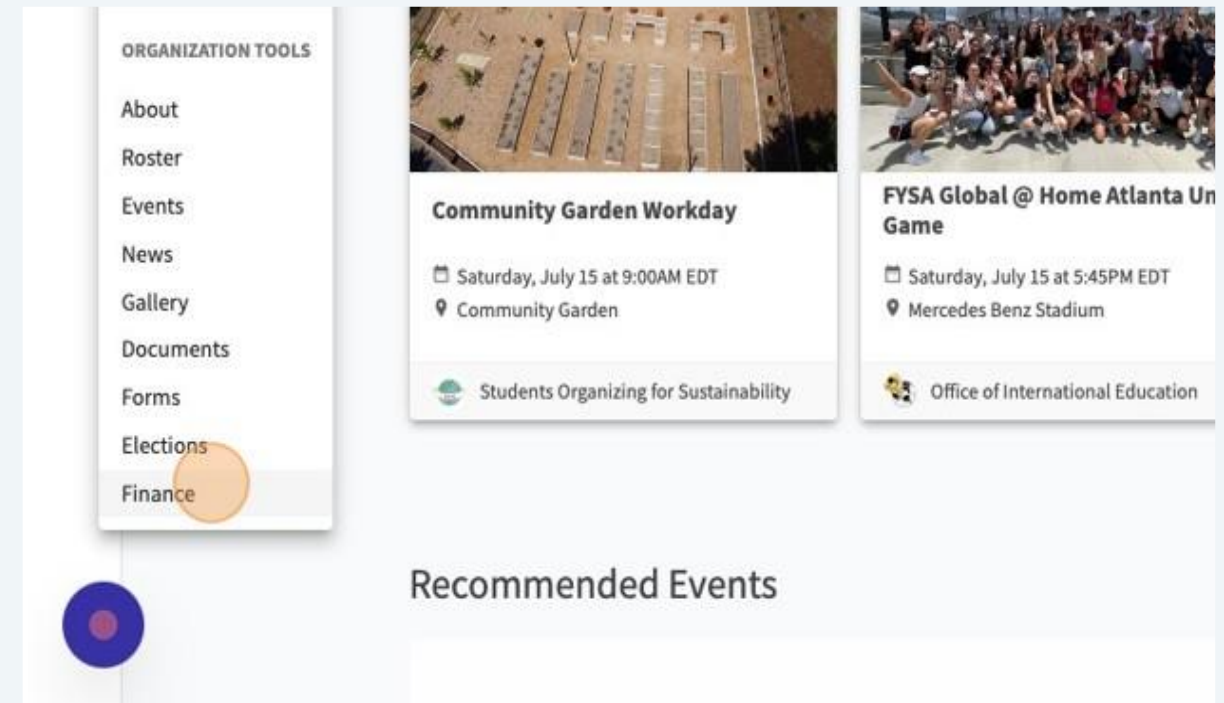
2. After the toolbar appears, students will select "finance".
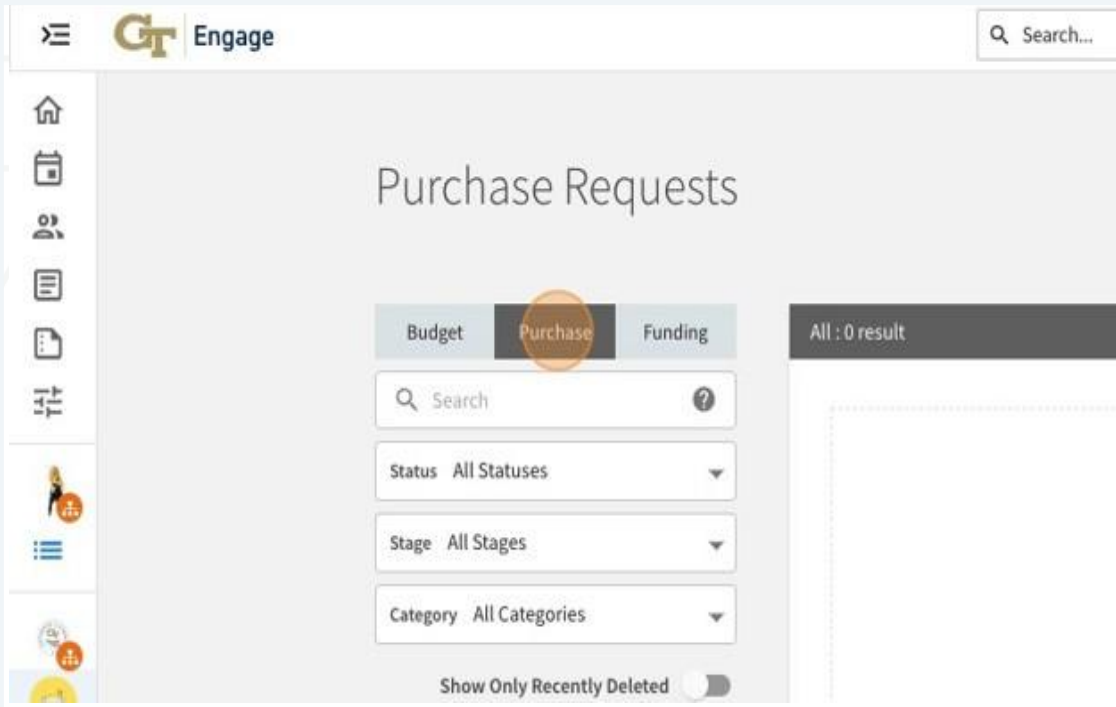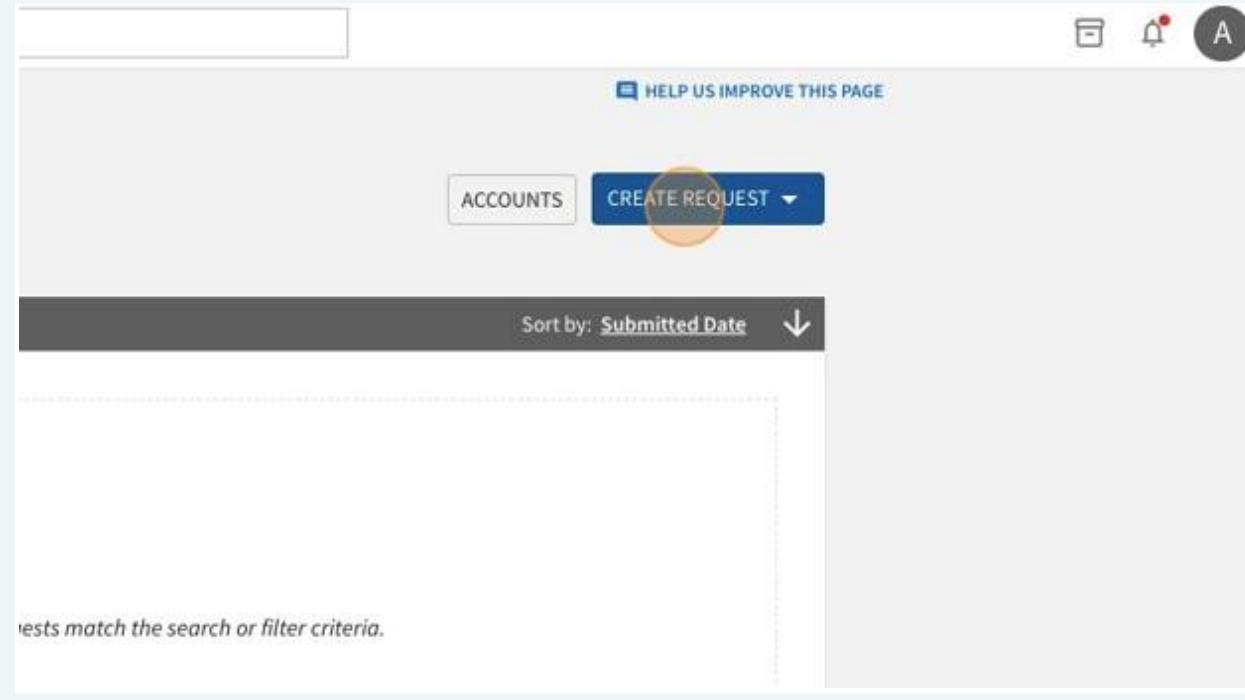
Engage Submission Process by the RSO Financial Officer

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.
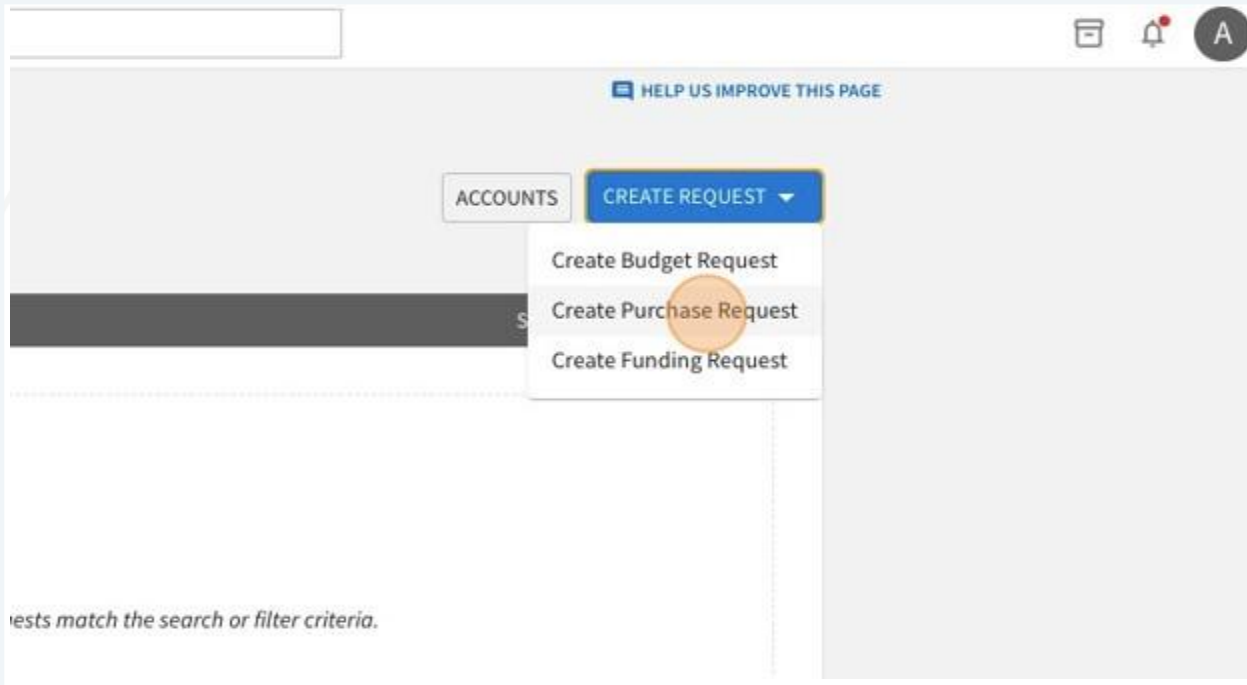
4. To submit a purchase request/reimbursement, students will select the "create request" button.
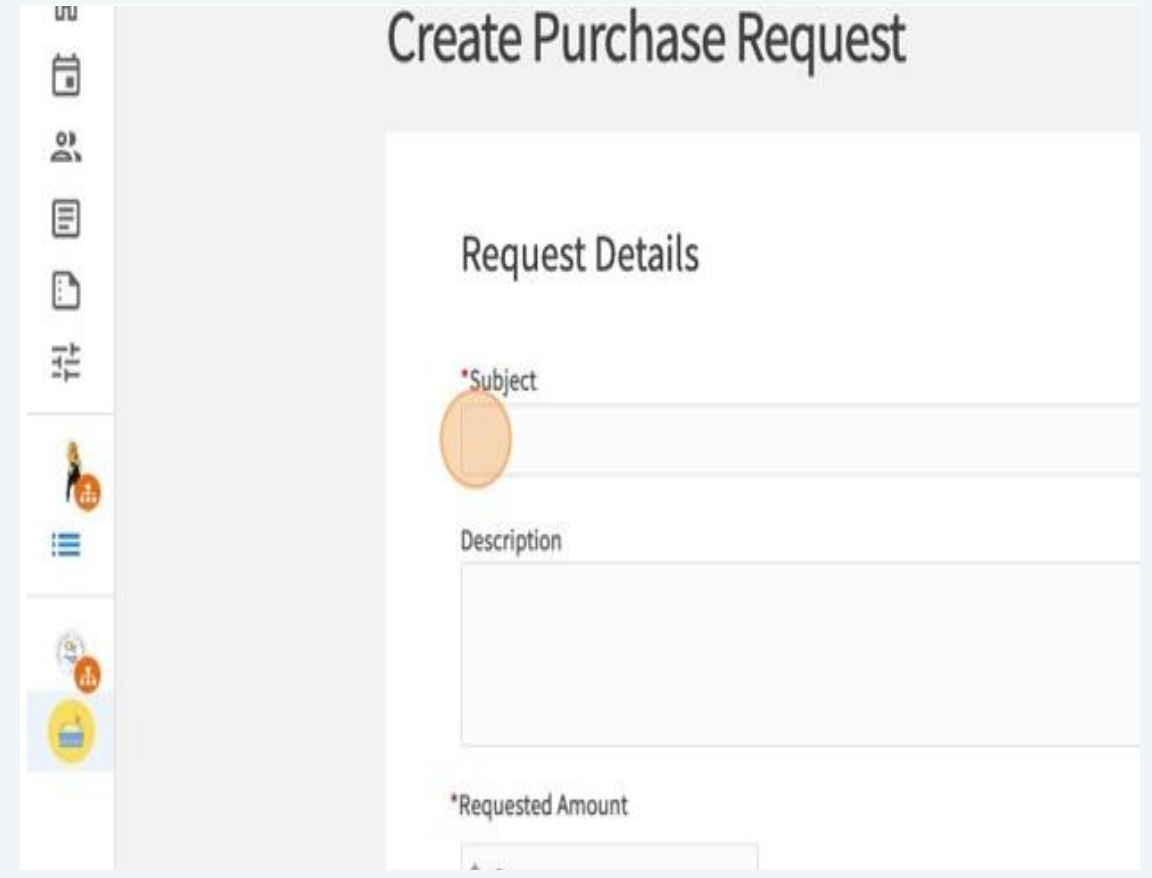
Engage Submission Process by the RSO Financial Officer

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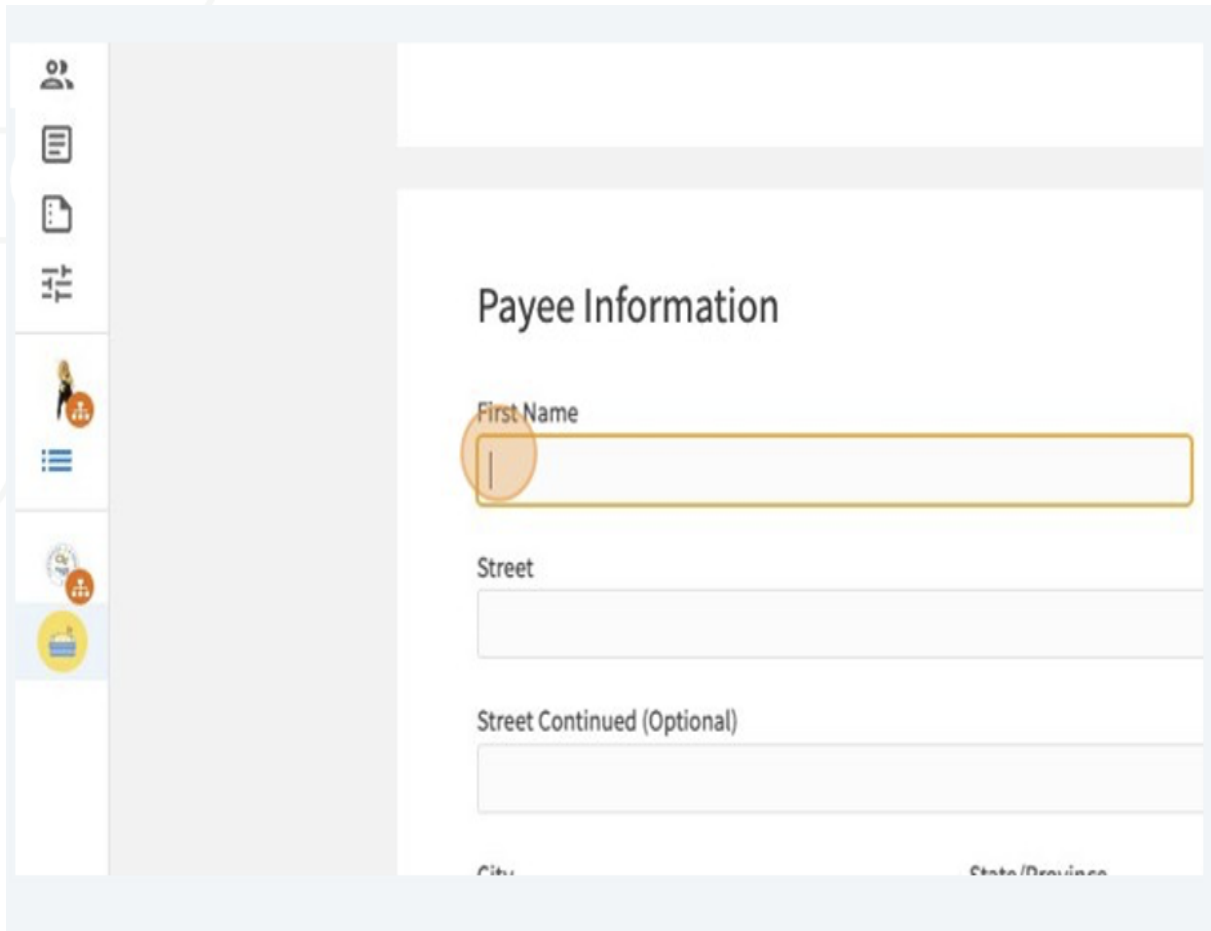
5. Once you begin the purchase request you fill in all relevant details.

Georgia Tech

Engage Submission Process by the RSO Financial Officer
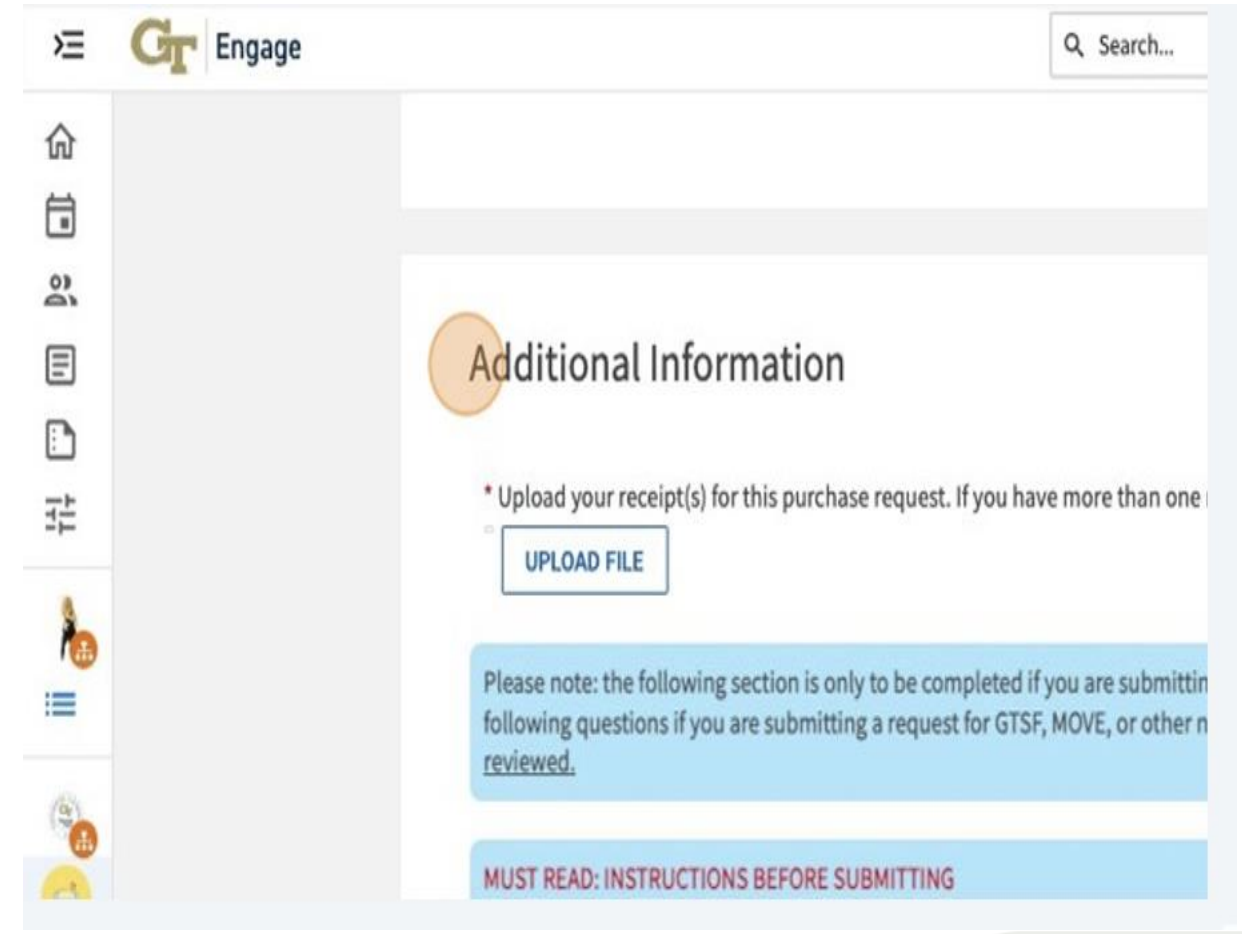
6.This includes payee information.

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

Georgia Tech

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 wit
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.

Georgia Tech

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.

Georgia Tech.

Establishing custodial/foundation accounts

➢If you are a charted 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 charted, 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.

Georgia Tech

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.

Georgia Tech.

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 Financial Office
353 Ferst Drive, Suite 233
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.

Georgia Tech

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.

Georgia Tech

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.

Georgia Tech

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!

Georgia Tech

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

➢ 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

Georgia Tech

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

Georgia Tech.

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.

   ➢ 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

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.

Georgia Tech

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: P-Card can NOT be used for:

P-Card can be used for:	P-Card can NOT be used for:
✓ Subscriptions	X Motor Vehicle Fuel
✓ Registration	X Travel & Lodging
✓ Supplies & Materials	X Cash Advances
✓ Food & Catering	X Gift Card Purchase
✓ T-Shirt	

Georgia Tech

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.

Georgia Tech.

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 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.)

Georgia Tech

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)

Georgia Tech.

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.

Georgia Tech.

Contact a SOFO staff member

Latonya Culberson
Financial Analyst II
404.894.9781

Youline Jean-Philippe
Accountant III
404.894.3492

Kiara Lockhart
Accountant III
404.385.0208

Carlton O'Neal
Accountant III
404.894.7637

Shana Wiltshire
Accountant III
404.385.9784

Questions or Concerns:

Edo Diabaka
Director of Finance
404.894.9186

Georgia Tech.