Registered Student Organizations Financial Training FY26

Training on SGA and SOFO Process in Engage

Student Organization
Finance Office

Welcome to SOFO Financial Training

Why You're Here:

• All RSO officers must complete this to stay eligible for funding.

Goal:

• Learn how to request, spend, and track your org's money like a boss.

Meet the Finance Dream Team 👋

$ SOFO: Your money managers—they approve, disburse, and track RSO funds.

€ SGA: Votes on your funding requests. Be kind to your bill.

Know Your Funding Sources

1. SGA Funds (Allocated via Bills/Budget)

- Comes from student activity fees
- Must follow strict guidelines
- Stored in your SGA Engage Account
- Unused funds return to SGA on June 30th

2. Custodial Funds (CE)

- Earned by your org (dues, tkt sales, fundraisers)
- Stored in your Custodial Account
- Carries over year to year
- Fewer restrictions

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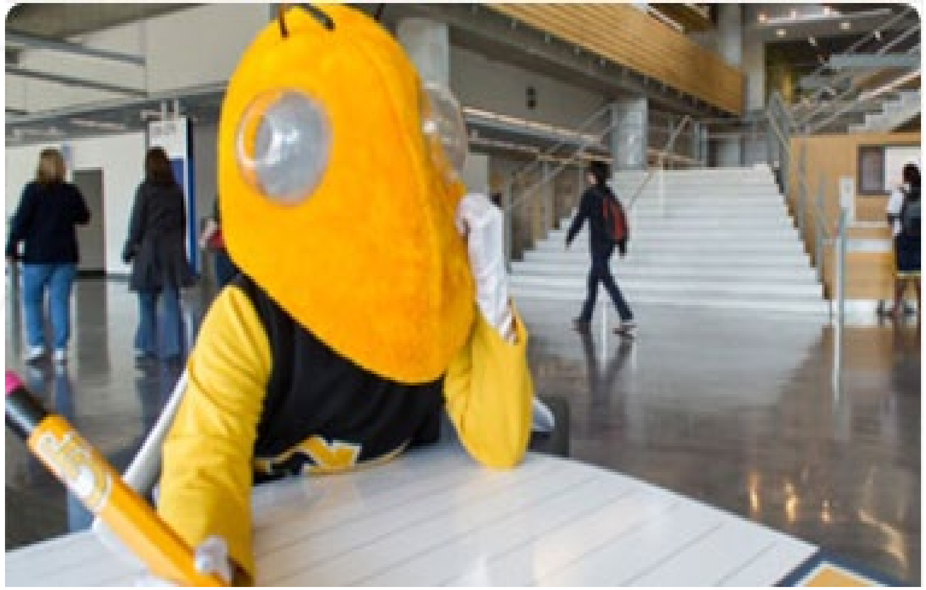
SGA Funds



- SGA Budget and Bills Allocated funds will be transferred into organization's SGA Engage Account.
- All Engage disbursement must be approved by SOFO Staff.
- Unspent/Surplus funds at the end of the fiscal year (June 30th) will transfer back to SGA

Depositing Funds

Custodial Account Deposit

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

Know Your Funding Sources

3. Foundation Funds

- Donations from companies, alumni, or families
- Stored in GT Foundation Account
- Must include donor details and purpose
- Used for tax deductible giving

Depositing Funds

Foundation Account Deposits

1. Check payable to: Georgia Tech Foundation with your organization's name on the memo line
2. Bring or mail your collected funds & check(s) to the SOFLO office.
3. A SOFO staff member will issue a receipt

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

Remember

- Any check that is dated over *60* days old may be returned or not processed.
- Your account will be charged any bank fees incurred for any returned check.
- Make an appointment with SOFO to ensure that proper handling and secure storage for your funds.

Corporate checks not made payable to GT Foundation

- 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..

Funding Types & Caps 💳

- New funding categories this year

- Check RSO Allowable Cost List

- Use Fall-Spring Rollover Form to keep funds

How to Request Money 💸 (Bill Me, Maybe?)

Engage > My Orgs > Gear Icon > Finance > Create Request > Budget Request > SGA Bills Process FY25 > Bill Request

Pro Tip: Be clear and specific with your request title.

Build a Bill Like a Pro 🧾

Include:

• Clear item names

• Unit price + quantity

• Screenshots or links as price proof

• Purpose of event + GT/non-GT attendance

No vague or miscellaneous items!

What Happens After You Submit 🔄

1. Reviewed by JFC member

2. Group review: Approve / Edit / Deny / Return

3. Takes 1–2 weeks (longer during busy times)

Tip: Submit at least 45 days ahead!

⚠️ Do not request any invoices before the funding is approved
Do not make any purchases before the funding is approved
Do not submit any Engage request before the funding is approved ⚠️

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Spending the Funds 🛒

Want to buy now? Use P-Card.

Already bought? Request reimbursement (limit: $2,499).

GT employees: max $500 reimbursement.

Submit within 1 month + attach receipts + payment proof.

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Reimbursements 101

When Can You Get Reimbursed?
- You paid out-of-pocket for an approved item
- Total is under $2,499 (GT employees: max $500)
- Must submit within 30 days after the purchase or a late submission letter will be required.

What You Need to Submit:
- Original itemized receipt
  Must show the last 4 digits of the card used
- Proof of payment
  Redacted bank statement, cleared check, etc. •-
- Engage Purchase/Reimbursement Form
  – Signed by the payee and the president or finance officer.
  – Who is not the payee.

⚠️ Reminders:
- No reimbursements for expenses over $2,499
- Must have Financial Officer approve in Engage
- GT employees = no exceptions over $500

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Payment by Procurement Card (PCARD)

- ✓ Subscriptions
- ✓ Registration
- ✓ Supplies & Materials
- ✓ Food & Catering
- ✓ T-Shirt

- X Motor Vehicle Fuel
- X Travel & Lodging
- X Cash Advances
- X Gift Card Purchase

- ➢ Inform the vendor that the purchase is for official State of Georgia purposes and should be exempted from state and local sales tax.
- ➢ Card can be used for certain purchases under $2,499.
- ➢ Advantage: Avoid out-of-pocket expenses and avoid waiting to be reimbursed.

Payment by Procurement Card (PCARD)

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Payment by Internal Transfer

Please submit your request in Engage.
For the following GT departments:

- 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)

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Payments by SOFO ONLY

Service & honorarium payments

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**

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How to Receive Donations 💝

CHECKS:

- TO GEORGIA TECH FOUNDATION OR GEORGIA TECH (MEMO: YOUR ORG)

ONLINE GIVING:

- USE DEVELOPMENT.GATECH.EDU > GIVE NOW > SPECIFY YOUR ORG NAME

Catering

Under $600: Any licensed vendor

Over $600: GT-approved caterer or exception form (4 weeks ahead)

No exemption needed for on campus vendors

Additional Resources

https://specialevents.gatech.edu/resources/catering/companies

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

Catering

Required documentation:

The Purchase/Reimbursement form, the food group form, and the food exemption form

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

Catering Contact Info:

Kelly.rowlandprather@dining.gatech.edu

Website

https://dining..edu/catering

Document

https://dining.gatech.edu/sites/default/files/2023-05/GT_Catering_Policies.pdf

Events

All events must be posted on Engage

1 event = 1 request

Event Services Contact Info:

404.894.2828

Website

https://www.studentcenter.gatech.edu/event-services

Avoid Mistakes

- No receipts = no money
- Non-GT attendees not allowed
- Submit early to avoid delays

Late submission requires a justification letter

- Don’t forget to change stage to 'Send to SOFO'

No reimbursements over $2,499.00

Never pay for services via reimbursement

How to Check Your Balance 📊

In Engage:

My Orgs

1. Gear Icon
2. Finance
3. Accounts

Check your Available balance before spending!

Need Help? 📫

Email:
finance@sga.gatech.edu

Use your SOFO contact!

They want to help—not block you.

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
Financial Anyalyst
404-385-9784

Questions or Concerns:
Edo Diabaka
Director of Finance
404-894-9186

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3 Golden Rules

Plan	Plan early (45+ days)
Detailed	Be specific (item names + proof)
Don't spend	Don't spend before approval

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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.

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Questions?

Let’s practice with an example (s)