SOFO Procedure Manual for Registered Student Organizations

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Introduction

This manual provides Registered Student Organizations (RSOs) with procedures for processing financial transactions through the Student Organization Finance Office (SOFO) in accordance with applicable Georgia Tech policies and procedures.

Key Terms

RSO (Registered Student Organization)
A student organization officially recognized by Georgia Tech.

SOFO (Student Organization Finance Office)
The Georgia Tech office responsible for processing financial transactions for Registered Student Organizations in accordance with applicable Institute policies and procedures.

Financial Officer
The RSO officer authorized to submit and manage financial transactions through the applicable Georgia Tech process.

Institute Funds
Funds maintained within Georgia Tech's financial systems and subject to Georgia Tech financial policies and procedures.

Custodial Account / Custodial Funds
Funds maintained by Georgia Tech on behalf of an RSO that are not necessarily Institute funds.

PCard (Procurement Card)
A Georgia Tech procurement card used by authorized personnel for eligible purchases.

Requisition
A request submitted through the Georgia Tech procurement process to initiate a purchase.

Purchase Order (PO)
An official Georgia Tech document authorizing a supplier to provide specified goods or services under stated terms.

Supplier

An individual or organization providing goods or services to Georgia Tech.

Supplier Payment

A payment made directly by Georgia Tech to a supplier for goods or services.

Internal Transfer

A financial transaction used when payment is made to an eligible Georgia Tech department, campus unit, or Institute service rather than an outside supplier.

Reimbursement

Payment to an individual for an eligible expense they personally paid, when reimbursement is permitted under applicable Georgia Tech policy.

Honorarium

A payment to an individual for certain services or professional participation when processed through the applicable Georgia Tech procedure.

Engage

Georgia Tech's student organization management system through which applicable SOFO requests are submitted and routed.

Personal Funds

Money belonging to an individual rather than funds held in a Georgia Tech-controlled account.

I. Purchasing Procedure

All purchases must be processed through SOFO unless the purchase qualifies for a reimbursement exemption under Georgia Tech Policy 5.2.1.5.

1. Purchasing Requirements

Do not make a purchase using personal funds unless SOFO has confirmed that reimbursement is permitted.

Georgia Tech requires student organizations to use approved procurement methods whenever possible. **Non-travel personal-fund reimbursements are limited to allowable situations and generally may not exceed $1,500 per event.**

Purchases for **services, consultants, speakers, coaches, rentals, awards, and other personal services** must be processed through Georgia Tech and cannot simply be reimbursed to the individual.

Travel expenses are handled separately under Georgia Tech's travel policies and procedures.

Personal-fund reimbursement is not automatic. A purchase being less than $1,500 does not by itself make it eligible for reimbursement. Reimbursement is permitted only when the expense meets the requirements or allowable exceptions established in Georgia Tech Policy 5.2.1.5.

2. Purchase Methods

Contact SOFO before making any purchase.

SOFO will determine the appropriate procurement method based on the type of purchase, funding source, and applicable Georgia Tech requirements.

This may include:

- PCard
- Requisition/Purchase Order
- Supplier payment
- Other approved procurement methods

Details are provided in Section II, Payments.

Students should not use personal funds simply because:

- The purchase is under $1,500
- A personal credit card is more convenient

- The student wants credit card rewards or cashback
- The student did not allow enough time for normal procurement

These circumstances do not by themselves qualify a purchase for reimbursement.

3. Personal-Fund Purchases and Reimbursements

A non-travel expense may be reimbursed only when it meets the requirements of Policy 5.2.1.5.

SOFO may approve in certain applicable circumstances such as:

- A PCard was unavailable and a requisition could not be made.
- The supplier would not accept a PCard or Purchase Order.
- Emergency circumstances occurred.
- Documented logistical barriers prevented normal procurement.

The $1,500 amount is a reimbursement limit, not permission to make a personal purchase.

Do Not Purchase First and Assume You Will Be Reimbursed

4. Allowable Reimbursement Exceptions

Certain expenses may be reimbursed under the policy without the additional approval required for other non-travel personal-fund purchases.

These include:

- Travel expenses for individuals
- Conference and meeting registration fees
- Business travel telecommunications
- Custodial fund purchases
- Study abroad expenses incurred during overseas activity

- Qualifying research participant payments under $75 per person
- CRC/ORGT trip-leader reimbursements
- Allowable food and beverage supplies purchased at retail stores
- Business-center supplies, printing, and shipping incurred while on travel status

5. Service Purchases

Contact SOFO Before Making Any Commitment.

Do not use personal funds to pay:

- Speakers
- Consultants
- Coaches
- Performers
- Service providers
- Rental providers
- Other individuals providing services

These payments must be processed through the appropriate Georgia Tech procurement/payment process.

6. Purchases Made with Personal Funds

Do not assume the purchase is reimbursable.

The expense must meet the requirements of Policy 5.2.1.5 before reimbursement can be processed.

If reimbursement is permitted:

1. Complete the appropriate reimbursement or approval form.
2. Attach the itemized receipt.

3. Provide proof of payment when required.
4. Obtain Financial Officer approval.
5. The Financial Officer will submit the approved request to SOFO through Engage.
6. SOFO reviews and processes reimbursement.

Financial Officers cannot approve their own reimbursement requests.

Travel Expenses

Travel expenses are handled separately under Georgia Tech's travel policies and may be reimbursable when the applicable requirements are met.

II. Payments

SOFO processes approved student organization expenses using the appropriate Georgia Tech payment method.

The payment method depends on the type of expense, supplier, and applicable Georgia Tech requirements.

Before making a purchase, verify that funds are available and follow the Purchasing Procedure.

If you are unsure how an expense should be paid, **contact SOFO before spending personal funds or committing your organization to a supplier.**

1. Supplier Payment

A supplier payment is used when Georgia Tech needs to pay a supplier directly for goods or services.

What is required?

Submit the appropriate SOFO Purchase Request with the supplier's invoice or quote, and other required documentation.

A supplier invoice should include:

- Supplier name
- Invoice number
- Itemized description of the goods or services
- Quantity and/or unit price
- Date of service or delivery
- Total amount due
- Payment terms

The invoice must be billed to **Georgia Tech, 711 Marietta Street, Atlanta, GA 30332**

The supplier may also need to complete **Georgia Tech supplier registration** before payment can be processed. Please contact your SOFO accountant to verify if the supplier is registered at Georgia Tech.

Payment processing

Once the request and supporting documentation are received, SOFO will review the request and process the payment using the appropriate Georgia Tech payment process.

Do not pay the supplier with personal funds when SOFO can process the payment directly.

For information about whether a purchase should be processed as a supplier payment, PCard, or requisition, see the **Purchasing Procedure.**

2. Procurement Card (PCard)

The Georgia Tech Procurement Card (PCard) may be used by SOFO for eligible purchases.

Examples of purchases that may be processed using a PCard include:

- Subscriptions
- Registration

- Supplies and materials
- Food and catering
- T-shirts and promotional materials

The PCard cannot be used for certain purchases, including:

- Motor vehicle fuel
- Travel and lodging
- Cash advances
- Gift cards

How does a PCard Purchase Work?

1. Submit the purchase request through Engage.
2. SOFO reviews the request and determines whether the PCard is an appropriate payment method.
3. Follow the instructions provided by your SOFO Accountant to complete the purchase.
4. Provide the final receipt and any required supporting documentation.

Purchases must be shipped to an **approved Georgia Tech address**.

When making an eligible purchase, inform the supplier that the purchase is for official State of Georgia purposes and should be exempt from applicable state and local sales tax.

Do not use your personal card for a purchase that SOFO has instructed you to process using the PCard.

3. Requisition / Purchase Order

Some purchases are processed through Georgia Tech Procurement using a **requisition and Purchase Order (PO)**.

The Purchasing Procedure explains **when a purchase must use this process**. Once the purchase request has been approved for requisition processing, the payment process generally follows these steps:

1. The organization verifies whether the supplier is registered with Georgia Tech. If not, the organization sends the supplier the registration link.
2. The organization submits the required purchase requests and the supporting documentation through Engage.
3. SOFO reviews the request and submits it to Procurement when required.
4. Procurement issues the Purchase Order.
5. The supplier provides the goods or services **AFTER** the Purchase Order has been issued.
6. The organization submits the proof of goods delivery (packing slip or picture) or confirms the service. Students should verify that all goods were delivered in good condition.
7. The supplier submits the final invoice to "apinvoices@gatech.edu".
8. SOFO may also submit the invoice for payment through Georgia Tech Accounts Payable.

Do not receive goods or services before the required Purchase Order has been issued.

Supplier registration

Suppliers may need to be registered with Georgia Tech before a Purchase Order or payment can be processed.

Contracts

Contracts involving Georgia Tech must be processed and signed through the appropriate Georgia Tech process.

Student organization officers should not sign contracts or agreements on behalf of Georgia Tech.

For purchasing requirements and thresholds, see the **Purchasing Procedure**.

4. Internal Transfer

An **Internal Transfer** is used when an expense is paid to an eligible Georgia Tech department or campus unit rather than to an outside supplier.

Examples include:

- Technique advertising
- Blueprint advertising
- Ferst Center / Office of the Arts
- Student Center services or room reservations
- PCS Printing Services
- Craft Center
- Institute or department charges
- Facility charges
- Georgia Tech Parking & Transportation
- Other eligible Georgia Tech departments or campus services

How does an Internal Transfer Work?

1. Obtain the applicable invoice, service information, or other documentation from the Georgia Tech department.
2. Submit the required request through Engage.
3. SOFO verifies the organization's available funds and the appropriate payment method.
4. SOFO coordinates the Internal Transfer with the applicable Georgia Tech department.

Do not pay a Georgia Tech department or campus service with personal funds when an Internal Transfer is available.

5. Service and Honorarium Payments

Payments to individuals or service providers require special processing through Georgia Tech.

Examples include:

- Speakers
- Consultants
- Coaches
- DJs
- Bands
- Photographers
- Instructors
- Referees
- Performers
- Other service providers

Plan Ahead

Service and honorarium payments should generally be submitted **at least 3–4 weeks in advance** to allow sufficient time for procurement, supplier registration, and payment processing.

The service provider may need to complete **Georgia Tech supplier registration** before payment can be processed.

Service and honorarium payments are not reimbursable.

Service and honorarium payments are processed through the appropriate Georgia Tech procurement and Accounts Payable process.

For requirements regarding when a service payment is necessary, see the **Purchasing Procedure**.

6. Purchase Reimbursement

Purchase reimbursement is a payment method available **only when reimbursement is permitted under Georgia Tech policy**.

The Purchasing Procedure explains when personal-fund reimbursement may be permitted. **A purchase made with personal funds is not automatically reimbursable.**

See the Purchasing Procedure

If reimbursement is permitted

The reimbursement process requires appropriate documentation, including:

- Itemized receipt
- Proof of payment, when required
- Required reimbursement or approval documentation

The reimbursement request must be submitted through the SOFO process.

Approval process

1. The payee initiates the reimbursement request using the applicable SOFO reimbursement process.
2. Required documentation is provided, including the itemized receipt and proof of payment when required.
3. The Financial Officer reviews and approves the request.
4. The Financial Officer submits the approved request through Engage for SOFO processing.

A Financial Officer cannot approve their own reimbursement request. It must be approved by the RSO President or Vice President.

Already paid with personal funds?

If you have already made a purchase with personal funds, **do not assume that the purchase will be reimbursed**.

Submit the required reimbursement documentation so that SOFO can review the expense under the applicable Georgia Tech requirements.

7. Submit Your Request in Engage

SOFO purchase and reimbursement requests are submitted through **Engage**.

After completing your request:

1. The Financial Officer selects **Submit Request**.
2. The request initially appears as **Submitted**.
3. The Financial Officer must change the request stage to **Send to SOFO Accountant**.
4. Only the person with the **Financial Officer role** can complete this step.

Important

A request that remains in **SAVED** status has **not been sent to the SOFO Accountant for processing**.

The SOFO training specifically identifies failure to change the stage to **Send to SOFO Accountant** as a common reason a request is not submitted to SOFO.

8. What Happens After You Submit a Payment Request?

After a complete request is submitted:

1. SOFO reviews the request and supporting documentation.
2. SOFO may contact the organization or supplier if additional information is needed.

3. SOFO processes the transaction using the appropriate Georgia Tech system.
4. Depending on the payment method, the process may include:
    - PCard payment
    - Internal Transfer
    - Purchase Order → Final Invoice → Payment
    - Reimbursement processing (if allowed)

The SOFO training explains that reimbursements and invoices are submitted with the required documentation, reviewed by SOFO, and entered into the appropriate Georgia Tech system.

Processing time

Payment processing may take 2–4 weeks, depending on the type of payment, completeness of the submission, and supplier response.

Submitting complete documentation and responding promptly to SOFO questions can help prevent delays.

9. Food and Catering Payments

Food and catering expenses require the applicable SOFO food process.

Before placing an order:

1. Submit the appropriate food request through Engage.
2. Complete the required food documentation.
3. **Wait for SOFO approval before placing the order.**

Depending on the type of food expense, required documentation may include:

- Business purpose
- Event name
- Event date

- Itemized receipt or invoice
- Attendee information, when required
- Food Exemption Form when the purchase is $600 or more. (Complete the Food Exemption Form 3–4 weeks in advance to avoid delays.)
- Food form

10. Help Us Process Your Payment

To help SOFO process your payment without unnecessary delays:

- Submit your request as early as possible.
- Provide complete and accurate information.
- Attach itemized receipts or invoices.
- Provide proof of payment when required.
- Make sure supplier information is complete and accurate.
- Respond promptly if SOFO requests additional information.
- Keep copies of receipts and supporting documentation.

Incomplete documentation or delayed responses may delay payment or reimbursement.

III. Travel Reimbursement

Registered Student Organizations (RSOs) may request reimbursement for eligible travel expenses incurred in connection with approved organization activities. Travel expenses must comply with Georgia Tech, Student Government Association (SGA), University System of Georgia (USG), and applicable State of Georgia requirements.

Travel reimbursement is an approved reimbursement method for eligible RSO travel. Reimbursement requests must be supported by appropriate documentation and submitted after the entire trip has been completed.

1. Before You Travel

Before making travel arrangements or incurring expenses:

1. **Confirm that funds are available.**
    - Your organization must have an approved budget allocation or a supplemental bill that has passed the SGA vote.
    - Do not spend SGA funds before the applicable funding has been approved.
2. **Confirm that the travel is eligible.**
    - Travel must be related to an approved organization activity.
    - The travel and expenses must comply with applicable SGA funding rules and Georgia Tech policies.
    - Only eligible travelers and expenses may be charged to the applicable funding source.
3. **Plan travel in advance.**
    - Organizations should contact SOFO before making travel arrangements if they are unsure whether an expense is allowable.
    - Required approvals should be obtained before travel or before expenses are incurred.

2. Air Travel

Georgia Tech's current Air Transportation Policy requires most Georgia Tech air travel to be booked through the Institute's designated travel management company. **Registered Student Organizations are specifically exempt from this requirement.**

Therefore, RSO travelers may arrange airfare outside of Georgia Tech's designated travel management company, subject to applicable RSO funding and reimbursement requirements.

Airfare should be:

- The most cost-effective option consistent with the travel schedule.
- Generally coach/economy class.
- Supported by an itinerary showing the dates of travel, traveler, and fare.
- Supported by the payment receipt or other acceptable proof of payment.

Georgia Tech's Air Transportation Policy states that travel must be conducted in the most cost-effective manner and use the lowest possible coach fare consistent with scheduling requirements.

Airfare Documentation

For reimbursement, provide:

- Flight itinerary
- Payment receipt
- Proof of payment
- List of travelers
- Any required documentation supporting an exception or unusual travel circumstance

Do not seek reimbursement from Georgia Tech for airfare that has already been reimbursed by another organization, department, sponsor, conference, or third party.

3. Ground Transportation

Personal Vehicle

When using a personal vehicle for approved RSO travel:

- Provide the required mileage documentation.
- Include gas receipts when applicable.
- Provide documentation supporting the business purpose of the trip.

- Reimbursement is subject to the applicable Georgia Tech/State mileage requirements.

Rental Vehicle

For rental vehicles, submit:

- Rental agreement/receipt
- Itemized rental charges
- Gas receipts, when applicable
- Proof of payment
- Documentation supporting the business purpose of the rental

4. Lodging

Lodging expenses must be reasonable, necessary, and related to approved organization travel.

Submit:

- Itemized hotel folio/receipt
- Proof of payment
- Dates of lodging
- Name of traveler
- Documentation identifying the organization activity or event

Only eligible lodging expenses should be submitted for reimbursement. The State Accounting Office prohibits the use of domestic lodging in any private residence including Airbnb (Air Bed and Breakfast), VRBO (Vacation Rent By Owner) and/or similar services as a lodging option even when it presents cost savings, and regardless of the funding source. Travelers on international travel status are exempt from this requirement, provided there is not actual or perceived conflict of interest.

5. Meals

Meal reimbursement must comply with applicable Georgia Tech and State of Georgia travel requirements.

6. Conference and Meeting Registration

Conference and meeting registration fees are an allowable reimbursement category when the registration is required for participation in an approved conference, workshop, seminar, or similar activity.

Registration expenses should be supported by:

- Conference or event name
- Conference flyer
- Dates of the conference/event
- Registration form, confirmation, or brochure
- Registration cost
- Paid receipt or other proof of payment

Fees for activities such as sightseeing, or field trips are not automatically reimbursable and must be supported by an appropriate business purpose when applicable.

7. Required Documentation

A complete travel reimbursement request should include, as applicable:

- **Travel Expense Reimbursement Form**
- List of travelers
- Travel itinerary
- Business purpose
- Event/conference information
- Dates of travel

- Itemized receipts
- Proof of payment
- Mileage documentation
- Airfare itinerary and receipt
- Rental vehicle documentation
- Lodging documentation
- Conference registration documentation
- Other supporting documentation required to establish the eligibility and reasonableness of the expense

SOFO may request additional documentation when necessary to verify the allowability, business purpose, funding source, or reasonableness of an expense.

Georgia Tech's updated travel policy specifically places responsibility on travelers and approvers to ensure appropriate authorization, business purpose, reasonableness, travel class, and supporting documentation.

8. Submitting a Travel Reimbursement

After the **entire trip has been completed**:

1. Complete the **Travel Expense Reimbursement Form (within 15 days)**.
2. Gather documentation from all eligible travelers.
3. Attach itemized receipts and proof of payment.
4. Include the travel itinerary and list of travelers.
5. Submit the completed request to SOFO through the designated process.

Do not submit a travel reimbursement request until the entire trip has been completed.

9. Important Reminders

- Confirm funding before making travel arrangements.
- Do not spend SGA funds before the applicable budget or bill has been approved.
- Keep all itemized receipts and proof of payment.
- Travel must have an appropriate organization-related business purpose.
- Only eligible travelers and expenses may be reimbursed.
- Do not request reimbursement from Georgia Tech for an expense already reimbursed by another source.
- Do not claim the same meal expense twice when meals are included in registration or otherwise provided.
- Use the most economical travel option consistent with the approved travel requirements.
- Submit reimbursement after the entire trip has been completed.
- When in doubt about an expense, contact SOFO before incurring the expense.

IV. Depositing Funds

Student organizations may receive funds through fundraising activities, membership dues, event proceeds, donations, and other approved activities. Funds that belong in a Georgia Tech-controlled student organization account must be deposited through an approved Georgia Tech process.

1. Custodial Account Deposits

Funds intended for an RSO's custodial account must be deposited through the Student Organization Finance Office (SOFO).

Cash and Checks

RSOs may deposit cash and checks collected on behalf of the organization with SOFO.

SOFO Address:

Student Organization Finance Office
Georgia Institute of Technology
353 Ferst Drive, Suite 140
Atlanta, GA 30332-0285

When submitting a deposit, the RSO should provide the funds and any documentation requested by SOFO.

For checks:

- Checks must be made payable to **Georgia Institute of Technology or Georgia Tech**.
- The RSO's name should be included in the memo line whenever possible.
- Checks should be submitted promptly after receipt.
- Checks that are stale-dated, invalid, or otherwise not negotiable may be returned or require additional processing.

SOFO will provide a receipt acknowledging receipt of the funds. The receipt should be retained with the organization's financial records.

Large Cash Deposits

RSOs with a large amount of cash to deposit should contact SOFO in advance to coordinate the deposit.

RSOs are responsible for maintaining appropriate documentation supporting the amount collected and deposited.

2. Georgia Tech Foundation Deposits

Funds intended as charitable gifts to the Georgia Tech Foundation should not be deposited into an RSO's custodial account.

Checks intended for the Georgia Tech Foundation should be made payable to: **Georgia Tech Foundation**

Bring or mail your collected funds and check(s) to one of these addresses:

- **Student Organization Finance Office**
  353 Ferst Drive, Suite 140
  Atlanta, GA 30332 – 0285
- **Georgia Tech Foundation, Inc.**
  760 Spring Street, NW. Ste 400
  Atlanta, GA 30308

The RSO's name should be included in the memo line whenever possible.

Questions regarding gifts to the Georgia Tech Foundation should be directed to the appropriate Georgia Tech Foundation/Gift Accounting office.

3. Other Methods of Receiving Gifts

- Credit Cards: Please contact Gift Accounting Department at 404-894-5544 for further information and details.
- Online Giving: Fill out the Georgia Tech Parent Fund contribution online form.

4. Important Reminders

- Any check that is dated over 60 days old may be returned or not processed and an explanation will be needed.
- Your account will be charged $25-30 in bank fees for any invalid check or insufficient fund 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.
- Institute Funds must remain within Georgia Tech's approved financial systems.

- Institute Funds may not be deposited into or transferred to an RSO's off-campus bank account.
- Checks intended for a Georgia Tech-controlled account must be payable to the appropriate Georgia Tech entity.
- RSOs should deposit funds promptly after collection.
- RSOs should retain deposit receipts and supporting documentation.
- Receipt of funds by SOFO does not necessarily mean that the funds have posted to the organization's account. Allow sufficient processing time before relying on newly deposited funds.
- When depositing a large amount of cash, contact SOFO in advance.

5. Off-Campus Finances

RSOs may maintain an off-campus bank account; however, **no Institute Funds are permitted in these accounts.**

The **Georgia Tech Federal Tax ID/EIN may NEVER be used by any RSO.**

SOFO does not establish, manage, monitor, or provide financial guidance regarding off-campus accounts. SOFO does not advise RSOs regarding the establishment, operation, or management of off-campus bank accounts.

RSOs are responsible for any financial activities conducted outside of Georgia Tech's financial system.

Institute Funds must remain within Georgia Tech's approved financial systems and may not be transferred to an RSO's off-campus account.

V. Consultant, Coach, or Speaker Payment

Consultants, coaches, speakers, and other service providers must be paid through the appropriate Georgia Tech procurement and payment process.

1. Before the Service

1. **Confirm funding.** Make sure your organization has sufficient funds available or that the applicable SGA bill has been approved.
2. **Contact SOFO before making a commitment.** The procurement/payment process must be initiated and approved **before the consultant, coach, or speaker begins providing services**.
3. **Do not sign a contract or agreement.** Student organization members may not sign contracts, agreements, offers of intent, or other legal documents on behalf of Georgia Tech.
4. **Confirm supplier registration.** If the consultant, coach, or speaker does not have a Georgia Tech supplier number, ask them to complete the **Supplier Registration** process in advance.
5. **Provide the required documentation.** Submit the supplier's invoice, quote, agreement, or other documentation requested by SOFO. SOFO will determine the appropriate procurement and payment process based on the type and amount of the service.

2. Service Payment Processing

The appropriate procurement method must be established before the service begins. Depending on the circumstances, the payment may require a purchase order, PCard, or another approved Georgia Tech payment method.

If payment is needed on the day the service is provided, submit the required documentation to SOFO **at least two (2) weeks before the event or service date** to allow sufficient processing time.

Important

- Do not pay a consultant, coach, or speaker with personal funds and request reimbursement.

- Do not make a commitment to a service provider before the required procurement approval has been obtained.
- Do not sign a contract or agreement on behalf of Georgia Tech.
- The service provider must complete Georgia Tech's supplier registration process when required.
- Invoices must be submitted according to Georgia Tech's applicable payment procedures.

For general purchasing requirements, including procurement methods, purchasing approvals, and reimbursement restrictions, see the **Purchasing Procedure.**

VI. Do's and Don'ts

Use these guidelines to help ensure your student organization's financial transactions are processed correctly and on time.

Do's

- Do submit funding and purchasing requests in advance. Allow sufficient time for SOFO to review and process your request.
- Do make sure sufficient funds are available before submitting a request.
- Do make sure your budget or applicable SGA bill has been approved before spending SGA funds.
- Do initiate the appropriate purchasing process before making a purchase or committing to a supplier.
- Do provide all required information and supporting documentation with your request.
- Do keep track of your organization's transactions and reconcile them with SOFO records when necessary.

- Do make checks payable to Georgia Tech or Georgia Tech Foundation, as applicable.
- Do deposit checks and other funds received by your organization promptly.
- Do contact SOFO when you are unsure how to process a transaction.

Don'ts

- Don't spend SGA funds before the budget or applicable SGA bill has been approved.
- Don't use personal funds to purchase goods or services that should be processed through Georgia Tech's purchasing process.
- Don't pay consultants, coaches, speakers, or other service providers with personal funds and request reimbursement.
- Don't make a purchase or commit Georgia Tech funds before the required approval has been obtained.
- Don't sign contracts, agreements, or other documents that create an obligation on behalf of Georgia Tech unless you have the appropriate authority.
- Don't purchase goods or services from a supplier that is not authorized or properly registered when supplier registration is required.
- Don't purchase products displaying Georgia Tech trademarks or logos from an unlicensed supplier.
- Don't submit incomplete, inaccurate, or invalid documentation.
- Don't wait more than 60 days to deposit a check into your organization's account.
- Don't deposit an invalid check. Your organization's account may be charged a returned-check fee.
- Don't purchase or bring food to Georgia Tech without following the applicable food-purchase and approval requirements.

- Don't make commitments to suppliers or service providers before completing the required purchasing process.

For detailed requirements, refer to the applicable SOFO procedures for **Purchasing, Reimbursements, Payments, Food Purchases, and Consultant, Coach, or Speaker Payments**.

VII. RSO and Financial Officer Responsibilities

- The Financial Officer submits requests through Engage.
- The Financial Officer reviews supporting documentation before submitting requests through Engage.
- The Financial Officer cannot approve their own reimbursement.
- Outgoing Financial Officers should provide incoming Financial Officers with information regarding pending SOFO requests.
- The RSO is responsible for providing accurate and complete information.
- The RSO must respond to SOFO requests for additional documentation.
- The RSO must retain financial records.
- RSOs should regularly review their financial transactions and compare their records with transactions processed through SOFO.

When in doubt, contact SOFO before making a purchase, committing to a supplier, spending personal funds, or submitting a financial transaction. SOFO can help determine the appropriate process and documentation required under applicable Georgia Tech policies and procedures.