

Date: _____

New SOFO Officer Quiz

Present this completed quiz at the SOFO service counter, during regular business hours, for grading and to register for a mandatory in-person SOFO Officer training session. The submission of the quiz represents the named student's representation of the responses contained therein as their own intellectual work and falls under the expectations and responsibilities of students as described in the Northwestern University Student Handbook. The quiz must be submitted to SOFO and graded at least one business day before the intended training session.

Officer Name: _____ NU Email Address: _____

NetID: _____ Grad Year: _____ Student Group: _____ Officer Position: _____

1. SOFO staff can only address account-specific matters with certain people. How many NU students can an organization have registered with SOFO at any one time? What financial positions do they hold?

2. Name at least two SOFO-specific items that must be passed down from one treasurer to the next:

3. Name four reasons why a SOFO account may be frozen:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

4. What is the process to reconcile a SOFO account?

5. How often must a SOFO account be reconciled?
 - a. Once a year, at the start of the school calendar
 - b. Once at the end of every quarter, including summer
 - c. Once a month, including the summer months
 - d. Only during an officer transition

6. What are the four **primary** types of transactions that SOFO handles?
 - a. _____
 - b. _____
 - c. _____
 - d. _____

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7. You are Sean Moren, the treasurer of Ad Libitum A Cappella (SOFO acct 2008.024.00). The group wants to purchase sweatshirts for its members to use at performances around campus. A friend tells you that Underground Printing works well with student orgs. Describe the prep work needed prior to submitting a transaction request to SOFO.

8. The cost of the sweatshirts is \$530.00 without Illinois sales tax. Complete the form below for submission to SOFO for the payment. You plan to pick up the check to hand deliver it to the company.

Date: _____ No. **870671**

ACCOUNT NO.: _____ ACCOUNT NAME: _____

Payment (Check) Line TRF JE# _____ Reimbursement Purchase Order
 Payment (Pro-Card) External TRF JE# _____ Petty Cash Check Advance
 Payment (NU Employee). NU ID# _____ Debit Card, ICN _____ Expedite (Fees apply)

PAY TO THE ORDER OF: _____ W-9 \$ _____ Next Day Same Day
Please Print Clearly

THE SUM OF: _____ Dollars

EXPENSE FOR: _____

Description of expense and related event or activity / Invoice Number / Special Instructions

Mail Check ADDRESS: _____

Unless requested otherwise, check will be held at SOFO for pick-up by the group Treasurer or President

SIGNATURES (AS REQUIRED AND APPLICABLE):

PRESIDENT: _____ TREASURER: _____

ADVISOR: _____ EXECUTIVE: _____

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Notes:	Accepted	Vendor Maintained	Entered	Reviewed

What additional documents must your submission to SOFO include? Who must sign the form above? What other signature requirements are there?

9. What are some things that will disqualify a receipt from being reimbursed? (Circle all that apply)
 - a. Receipt is dated more than 85 days old
 - b. All items are listed clearly on the receipt
 - c. Receipt includes alcohol/tobacco/cannabis purchases
 - d. The advisor's signature is not on the receipt
 - e. Vendor information is included
 - f. Receipts shows proof and method of purchase

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10. Where can an officer receive a stamped tax-exempt letter? (Circle all that apply)
- Online
 - At the Cashier's Office
 - At the SOFO service counter
 - With the vendor; they generally have them on file
11. What are the types of payments handled at SOFO?
12. What types of transactions require a contract? (Circle all that apply)
- Payment for services (including leasing of rights) conducted by a company
 - Payment for services conducted by an individual
 - Payment for goods
 - Reimbursement for goods
 - Payment for a performance by a band
13. On which of these transactions could an invoice be used *without* a contract? (Circle all that apply)
- When renting busses
 - When purchasing t-shirts from Underground Printing
 - When paying an individual to speak at an event
 - When paying for a photography service for an event
14. Who is authorized to sign on a contract on behalf of the student group? (Circle all that apply)
- Group Officers
 - Group Advisor
 - SOFO Administrators
 - University Official assigned Contract Authority responsibilities
15. An internal transfer is used to: (Circle all that apply)
- Make a payment to another student group
 - Move funds from one line item in the account to another line item
 - Pay Underground Printing for a shirt order
 - Purchase fliers at Quartet Copies
 - Clear a deficit within the account

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16. An external transfer is used to: (Circle all that apply)
- Make a payment to another student group
 - Move funds from one line in the account to another
 - Pay Underground Printing for a shirt order
 - Clear a deficit within the account
 - Transfer funds to/from a University department
17. A chart string may be used to: (Circle all that apply)
- Bind SOFO documents
 - Make payments to contracted individuals
 - Purchase fliers from Quartet
 - Charge purchases at the Northwestern Bookstore, ARTica, NorrisOutdoors, and NU Dining
 - Receive funding support from a University department
18. What do the last two digits of your 9-digit account number represent? (Circle all that apply)
- Date of the transaction
 - Line-item or subaccount denoting purpose or source of funding
 - Absolutely nothing; accounts are only 7-digits long
 - Type of transaction
 - None of the above
19. What line-item will a SOFO account *always* have? (Circle all that apply)
- 97 Friends and Family Financial Support
 - 39 Departmental Funds
 - 00 General Funds
 - All of the above
 - None of the above
20. Which SOFO employee is able to book flights for student groups using their NU Financial chart string? (hint: this is in the *People, Places, and Resources* presentation. Circle all that apply)
- SOFO Financial Assistants
 - SOFO Student Supervisors
 - SOFO Manager
 - Cash Operations Manager
21. Who are the only individuals who can be named as payees on check advances? Within what period from the check date must a check advance be reconciled? What are the limits on the value of a check advance?

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22. A check advance... (Circle all that apply)

- a. Can be used to reimburse on past purchases
- b. Can be used to make a payment on a contract
- c. Does not require the advisor's signature
- d. Can be used to make multiple purchases

23. Transactions are signified in your group's audit trail by various abbreviations. Match the abbreviation with the correct corresponding term.

Correction/Reversal	CKAD
Void	NUFN
Transfer	TRFR
Adjustment	PYMT
NU Financials	REIM
Deposit	VOID
Payment	DPST
Reimbursement	ADJT
Check Advance	CORR

24. Circle all **true** statements regarding Void Check Requests

- a. They must be submitted by the payee indicated on the check
- b. If a check was lost, you should also submit a \$30 stop payment fee
- c. Void Check Requests do not need to indicate the check number or amount
- d. Void Check Requests should always be submitted by a SOFO Authorized Officer
- e. Voided checks must always be reissued unless SOFO receives written, notarized communication from the payee confirming that they no longer require payment
- f. Void Check Requests require only the signature of one officer

25. Name a reason why a check may need to be voided:

26. Himesh and Yimou are working on an event for their student organization. Himesh uses his dad's Amazon account to purchase items that are shipped to Yimou. Who must be listed on the reimbursement request as the payee?

- a. Himesh
- b. Yimou
- c. Treasurer of the group
- d. Himesh's dad

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True or False: If a statement is true, mark it **T**. If a statement is false, mark it **F** and **correct it to make it true**.

- 27. Additional rush vouchers are not required if a group wishes to have their check expedited.
- 28. Payees or vendors cannot pick up their checks from the SOFO service counter because SOFO staff can only work with registered officers and advisors.
- 29. Student organizations do not need to be concerned about deductibles (up to \$500.00+ per vehicle) when renting vehicles from Enterprise.
- 30. Only certified drivers are authorized to drive student group rented vehicles or vehicles used for group-related activities.
- 31. Deposits are made at SOFO.
- 32. Checks for deposit to SOFO accounts must be made payable to "Northwestern University."
- 33. SOFO does reimburse for Illinois state sales tax.
- 34. Officers transition out of their accounts by sending SOFO an email naming their successor.
- 35. Terms "SOFO Account Reconciliation" and "Debit Card Reconciliation" can be used interchangeably.
- 36. Groups have 85 days to reimburse individuals who used their personal funds on behalf of the group.

Please list your top 3 preferred training dates (available training dates are posted on the SOFO website, <http://www.northwestern.edu/norris/services/sofo/officer-training/index.html>):

1 st	2 nd	3 rd

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<input type="checkbox"/> Reviewed with officer <input type="checkbox"/> Made copy for officer <input type="checkbox"/> Signed up for training Attendant Initials _____ Date: _____	<input type="checkbox"/> Entered in Database <input type="checkbox"/> Scanned to Folder Supervisor Initials _____ Date: _____
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