



OFFICER TRANSACTIONS: COMPLETE OVERVIEW



Student Organization Finance Office

Transaction Checklist

- In the “Officer Resources” page of the SOFO website, you can access SOFO’s **Transaction Checklist**, which outlines all the requirements for SOFO Transactions and Account Actions. We *highly recommend* that you reference this document when preparing and submitting transactions:

- <https://www.northwestern.edu/norris/services/sofo/assets/transaction-checklist4-2019.pdf>



Transaction Guidelines

- Only **authorized** officers are allowed to handle transactions with SOFO
 - Officers who have submitted a SOFO quiz, undergone training, and are currently signed into their respective accounts
- Vouchers must be completed in **Black** or **Blue** ink (no pencil!)
- A signed **voucher** is needed for ALL transactions
- Voucher books can be picked up at the SOFO office by authorized officers
- Unless otherwise specified, all transactions are processed in the form of a check
- All transactions take a minimum of 2-4 business days to process (unless submitted with a rush voucher)

Date: _____ No. _____

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: _____

For Office Use ONLY				
Notes:	Accepted	Vendor Maintained	Entered	Reviewed

Voucher

Voucher – Example

1. Transaction type must be selected.
2. Payee Information needed:
 - ❑ Pay to the order of: Payee Name
 - ❑ Numerical Amount
 - ❑ “Sum of”/Written Amount
 - ❑ Expense for: Detailed description of expense

Date: Date Submitted No. **000000 (Voucher #)**

ACCOUNT No.: 20XX-XXX-XX ACCOUNT NAME: Account Name (+ line item if applicable)

1 Select Payment Procurement Card Purchase Order
 transaction Check Advance Debit Card, Inventory _____
 type: Reimbursement Petty Cash TRF JE# _____ Expedite (Fees apply)

2 PAY TO THE ORDER OF: Payee Name \$ 314.15 [numerical] Next Day
 Please Print Clearly Same Day
 THE SUM OF: Three Hundred Fourteen and 15/100 -----[written value]----- Dollars
 EXPENSE FOR: Detailed description of expense purpose
Description of expense and related event or activity / Invoice Number / Special Instructions

3 ADDRESS: Address of Payee
 Mail Check ONLY include address if you wish the check to be mailed
 Unless requested otherwise, check will be held at SOFO for pick-up by the group Treasurer or President.

4 SOFO Date Stamp: SIGNATURES (AS REQUIRED AND APPLICABLE):
 PRESIDENT: _____ **REQUIRED** TREASURER: _____ **REQUIRED**
 ADVISOR: _____ **REQUIRED** EXECUTIVE: _____ **Required ONLY if using ASG funds**

SOFO COPY

For Office Use ONLY				
Notes:	Accepted	Vendor Maintained	Entered	Reviewed

Voucher – Example

3. Mailing Address (if needed)

- ❑ If no address is provided, the check will be held at SOFO for pickup by one of the group officers
- ❑ Only include an address if you wish for the check to be mailed

4. Signatures:

- ❑ Every voucher requires the signatures of both officers and the advisor
- ❑ When using funds from an ASG-sponsored line, the voucher must also be signed by the group's ASG Executive

Date: Date Submitted No. **000000 (Voucher #)**

ACCOUNT No.: 20XX-XXX-XX ACCOUNT NAME: Account Name (+ line item if applicable)

1 Select Payment Procurement Card Purchase Order
 transaction Check Advance Debit Card, Inventory _____
 type: Reimbursement Petty Cash TRF JE# _____ Expedite (Fees apply)

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 PRESIDENT: _____ **REQUIRED** TREASURER: _____ **REQUIRED**
 ADVISOR: _____ **REQUIRED** EXECUTIVE: _____ **Required ONLY if using ASG funds**

SOFO COPY

For Office Use ONLY				
Notes:	Accepted	Vendor Maintained	Entered	Reviewed

SOFO Transactions Overview

There are four main transactions taken care of at SOFO:

Reimbursements

- A withdrawal from an organization's account to pay a person back for personal funds used to facilitate a group activity.

Payments

- A withdrawal to pay a vendor directly (preferred method).

Transfers

- Movement of funds from one place to another.

Check Advances

- A withdrawal from an organization's account, as an "advance" of funds to buy goods.

Reimbursements

There are 3 types of reimbursements:

- General Reimbursements
- Petty Cash Reimbursements (\$30 or less)
- Online/Digital Purchase Reimbursements


Required Documentation:

- Voucher
- Signed Original Receipts
- Blank sheet of paper (to tape receipts)
- Adding Machine Tape (to add up receipt totals)
- Petty Cash Pay-Out form (**ONLY for Petty Cash**)


Reimbursements: Requirements

□ Receipt Requirements:

- Advisor Signature
 - Must be **on receipt**, not to the side
- Date of Purchase
 - Less than 85 days old
- Vendor Contact Information
 - Name, address, phone
- Itemization
 - Individual items need to be listed on the receipt
- Proof of Purchase
 - Indicates balance paid/zero balance due
- Method of Payment
 - Cash or Credit



Vendor Name & Contact Info
 1128 CHICAGO AVE.
 EVANSTON, IL 60202
 Service Not Speedy? Call Me Directly
 BILL PETERS (847-869-7950)

Cashier: TULA
 06/25/17 **Date**  **Advisor Signature** 13:14:53

GROCERY	<u>Itemization</u>		
KLG FRMINIWH24Z	3800031834	4.99	F1
*DEC ROTELLE 16Z	2409407054	1.67	F1
1 qty @ 3 /	5.00		
You Save		.32	
NEWMANS SOCKR24Z	2066200022	2.99	F1
NEWMANS SOCKR24Z	2066200022	2.99	F1
HOME HEALTH BEAUTY			
CREST TOOTHPASTE	3700042321	6.99	T2
MEAT			
GROUND CHUCK VW	20141500000	6.04	F1
1.26 lb @	4.79 / lb		
PRODUCE			
BANANAS	4011	.50	F1
1.03 lb @	1 lb /	.49	
*CUCUMBERS EACH	4062	1.00	F1
2 qty @ 2 /	1.00		
You Save		.58	
(Total w/o Tax)	SUBTOTAL	27.17	
	Tax 1 2.250% TAX	.45	
	Tax 2 10.000% TAX	.70	
TOTAL		28.32	
Debit	TENDER	28.32	
Acct:XXXXXXXXXXXX7293			
APPRVL CODE 451344 Method/Proof of Payment			
Cas Ref# 16964	Cash	CHANGE	.00
NUMBER OF ITEMS			9

Reimbursements: Restrictions

□ Receipt Restrictions:

- No IL sales tax will be reimbursed
 - IL sales tax on **Dine-In** restaurant receipts are the one exception
 - We will accept other types of taxes and fees (e.g. occupancy, amusement tax)
 - To avoid paying tax, you may obtain a Tax-Exempt Form from SOFO prior to your purchase
- NO alcohol or tobacco (these will immediately invalidate any other items on the receipt for reimbursement)
- **Tip** less than or equal to 20% of the receipt subtotal (prior to taxes) can be reimbursed; anything in excess of 20% will be refused for reimbursement
- If shown on the receipt, the billing information must match the name of the person being reimbursed
- **Gift cards** can ONLY be reimbursed when the receipt is accompanied by the recipient's W-9 (for more information on W-9s, see the Payments section of this presentation)



Illinois Sales Tax

- To avoid paying IL sales tax, authorized officers may pick up one-time use **tax-exempt letters** to give to vendors.
- To obtain a tax-exempt letter, you must provide SOFO with the following information:
 - Name of the person making the purchase
 - Date of purchase
 - Vendor name

WHOLE FOODS.[®]
MARKET

Evanston EVN
1640 Chicago Ave
Evanston
Illinois, 60201
847-733-1600

Food/Beverage

CV ROMA PLUM TOMATO	
1.18 lb @ \$1.99 / lb	\$2.35 F
Tare Weight 0.01lb	
365 OG FIRM TOFU	\$1.99 F
CV GREEN CUCUMBER	
2.35 lb @ \$0.99 / lb	\$2.33 F
Tare Weight 0.01lb	
SUSHI SUSHI VNGR	\$3.19 F
TFTT TFU PLAI CRM CHZ	\$2.99 F
HASS AVOCADOS	
5 @ 5 for \$5.00	\$5.00 F
HIME WASABI POWDER	\$3.39 F
Subtotal:	\$21.24
Total Savings:	\$0.00
Net Sales:	\$21.24
Tax/Fee	\$0.00
Tax/Fee Exemption:	\$0.48
Total:	\$21.24
Sold Items:	11
Paid:	
Debit	\$21.24

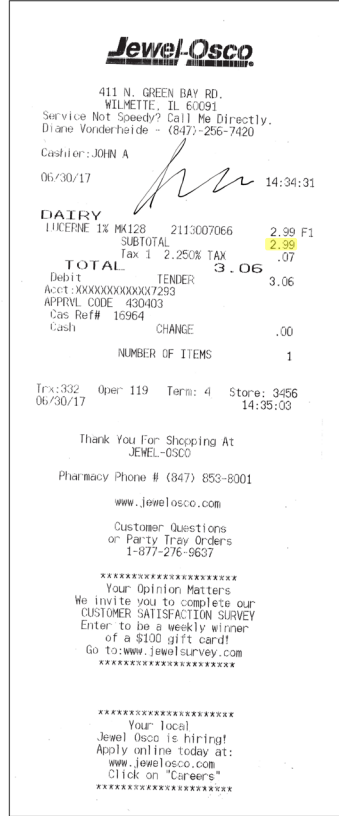
02/07/2017

Tax-Exempt Receipt

Submitting Receipts

- Formatting Documentation
 - Blank Sheet of Paper: Tape all receipts on a blank sheet of paper.
 - Make sure that the all the receipt requirements are visible.
 - If you split a receipt, make sure your advisor has signed on all parts.
 - Adding Machine Tape: If your reimbursement includes multiple receipts, create an adding tape to add up the total of all receipts minus sales tax, and tape this to the blank sheet of paper with your receipts.

Receipt #1



Jewel Osco
411 N. GREEN BAY RD.
WILMETTE, IL 60091
Service Not Speedy? Call Me Directly.
Diane Vanderhede - (847)-256-7420
Cashier: JOHN A
06/30/17 14:34:31

DAIRY			
LUBERNE TX MK128	2113007066	2.99	F1
		2.99	
Tax 1 2.250% TAX		.07	
TOTAL		3.06	
Debit	TENDER		3.06
Acct:XXXXXXXXXXXX7293			
APPRVL CODE 430403			
Cas Ref# 16964			
Cash	CHANGE		.00
	NUMBER OF ITEMS		1

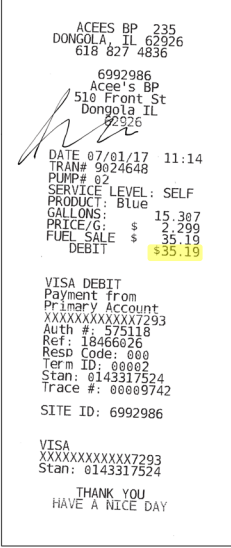
Trx:302 Oper 119 Term: 4 Store: 3456
06/30/17 14:35:03

Thank You For Shopping At
JEWEL-OSCO
Pharmacy Phone # (847) 853-8001
www.jewelosco.com
Customer Questions
on Party Tray Orders
1-877-276-9637

Your Opinion Matters
We invite you to complete our
CUSTOMER SATISFACTION SURVEY
Enter to be a weekly winner
of a \$100 gift card!
Go to:www.jewelsurvey.com

Your local
Jewel Osco is hiring!
Apply online today at:
www.jewelosco.com
Click on "Careers"

Receipt #2



ACEES BP 235
DONGOLA, IL 62926
618 827 4836
6992986
Accee's BP
518 Front St
Dongola IL
62926

DATE 07/01/17 11:14
TRAN# 9024648
PUMP# 02
SERVICE LEVEL: SELF
PRODUCT: BLUE
GALLONS: 15.307
PRICE/G: \$ 2.299
FUEL SALE \$ 35.19
DEBIT \$35.19

VISA DEBIT
Payment from
Primary Account
XXXXXXXXXXXX7293
Auth #: 575118
Ref: 18466026
Resp Code: 000
Term ID: 00002
Stan: 0143317524
Trace #: 00009742
SITE ID: 6992986

VISA
XXXXXXXXXXXX7293
Stan: 0143317524
THANK YOU
HAVE A NICE DAY

Adding Tape

2.99	+
35.19	+
38.18	*

Petty Cash – Reimbursements \$30 or less

- Petty Cash is a reimbursement that is less than or equal to **\$30.00**.
- If one person is being reimbursed for multiple receipts and together they add up to more than \$30, it should be processed as a regular reimbursement check (not separate petty cash transactions).
- The requirements for petty cash reimbursement receipts are the same as the reimbursement receipt requirements listed earlier.



Petty Cash Pay-Out Form

- A Petty Cash Pay-Out Form is needed for a reimbursement of \$30 or less.
- The receipts are attached directly to this form.
- The reimbursement paperwork is processed immediately at the SOFO window and returned to the officer to be taken to the **Cashier's Office**, where they will distribute the cash value of the reimbursement, rather than a check.

PETTY CASH PAY-OUT REQUEST FORM
 Student Organization Finance Office
 Norris University Center
 (847) 491-2328 • sofo@northwestern.edu

Receipt Date (earliest): _____ Voucher No: _____
 Account Name _____ Account No. 2 0 _____

Explanation of Expenditure(s)
 (Requires inclusion of purpose, event, and event dates associated with the expenditure)

	<u>Amount</u>
_____	_____
_____	_____
_____	_____
Total	_____

Payee Information (Please print carefully. All fields must be completed.)*

First Name (Legal) _____ Last Name (Legal) _____
 Street Address (Permanent) _____ NetID _____
 City/Province _____ Student/EMPL ID _____
 State, Zip Code, Country _____ Mobile Phone () - _____
 NU Email Address _____

*Caution: The student organization assumes the **financial risk for loss of funds** due to faulty information provided on this form. Information is considered faulty if it is incorrect, inaccurate, or unclear due to, but not limited to, misspelling, typos, transposition, or poor penmanship. It is the responsibility of the organization's officer to verify that the information is accurate with the payee and that it is legible with the financial assistant. **Distribution of funds based on faulty information may not be reversible or recoverable.**

Officer Attestation of Expenditure
 As an officer registered with SOFO, of the student organization named above, I certify that this accounting of expense is correct. I also attest to having personally verified that the paid amounts listed above were in fact made and were appropriate with respect to the organization's charter/mission.

Name _____ Treasurer President
PRINT

Signature _____ SOFO FINANCIAL ASSISTANT _____
DATE DATE

SOFO ADMINISTRATOR _____ CASHIER'S OFFICE ADMINISTRATOR _____
DATE DATE


Tape receipts on reverse side

Reimbursements – Online Purchases

- The receipt requirements for online purchase reimbursements are the same. You should treat your order and shipping confirmation(s) as your receipt.
- Online Receipt Requirements:
 - Itemization
 - Advisor Signature
 - Date of Purchase (<85 days old)
 - Vendor Contact Information
 - Proof of Purchase (indicates balance paid/“your credit card has been charged \$...”)
 - Purchaser Name
 - Must match the name of the person being reimbursed
 - No IL state sales tax
 - To avoid paying sales tax on online orders, you can use the SOFO procurement card (see “Payments”)

Final Details for Order #XXX-XXXXXXX-XXXXXXX
[Print this page for your records.](#)

Order Placed: May 15, 2017
Amazon.com order number: XXX-XXXXXXX-XXXXXXX
Order Total: \$37.86

Shipped on May 16, 2017		Date
Items Ordered	Itemization	Price
1 of:	Sawyer Products SP657 Premium Permethrin Clothing Insect Repellent Trigger Spray, 24-Ounce, Sawyer Sold by: Amazon.com LLC	\$14.99
Condition: New		
1 of:	12-in-1 Headband [Tactical] - Versatile Lightweight Sports & Casual Headwear - Bandana, Neck Gaiter, Balaclava, Helmet Liner, Mask & More. Constructed with High Performance Moisture Wicking Microfiber, Trance Sold by: Tough Outfitters	\$7.95
Condition: New		
1 of:	Mountain House Chicken Teriyaki with Rice Sold by: Amazon.com LLC	\$6.36
Condition: New		
1 of:	Mountain House Chicken and Dumplings with Vegetables, Pouch Sold by: Amazon.com LLC	\$7.49
Condition: New		
Shipping Address: Daenerys Targaryen 123 ADDRESS ST APT 2 EVANSTON, IL 60201-3129 United States		Item(s) Subtotal: \$36.79 Shipping & Handling: \$5.99 Free Shipping: -\$5.99 ----- Total before tax: \$36.79 Sales Tax: \$1.07 ----- Total for This Shipment: \$37.86 -----
Shipping Speed: Same-Day Delivery		 Advisor Signature
Payment information		
Payment Method: Visa Last digits: 7293		Item(s) Subtotal: \$36.79 Shipping & Handling: \$5.99 Free Shipping: -\$5.99 ----- Total without Tax: \$36.79 Total before tax: \$36.79 Estimated tax to be collected: \$1.07 ----- Grand Total: \$37.86 -----
Purchaser Information Billing address Daenerys Targaryen 123 ADDRESS ST APT 2 EVANSTON, IL 60201-3129 United States		
Credit Card transactions Method/Proof of Payment Visa ending in 1000: May 16, 2017: \$37.86		

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2017, Amazon.com, Inc. or its affiliates
Vendor Name & Contact Info*

*Amazon receipts only need the vendor name, but most online receipts also require an email address and phone number

Reimbursements – Online Example

□ Amazon

- Go to “Your Orders,” click on “Order Details,” select “View or Print Invoice” for receipt
- Make sure the status of the order is “Shipped on ...” as this indicates that the payment has processed



Not Yet Shipped



Shipping Now...




Shipped on April 12, 2019

Order Details

Ordered on April 11, 2019 | Order# 110-3368476-7637657

Delivered Apr 13, 2019
Package was left inside the residence's mailbox



Birch's 3/32"(2.4 mm) Thin Premium Round Waxed Dress Shoelaces (36" (91 cm) - XL, BLACK)
Sold by: GFTOZ
Return eligible through May 13, 2019
\$6.09
Condition: New

[Buy it again](#)

[View or Print invoice](#)

[Track package](#)

[Return or replace items](#)

[Share gift receipt](#)

[Leave seller feedback](#)

[Write a product review](#)

[Archive order](#)

Reimbursements – Online Example

□ Uber/Lyft

- Submit the email you receive after completing the ride and tip
- Remember to tip less than 20%!



Uber Mon, Apr 01, 2019



Thanks for tipping, M
Here's your updated Monday morning ride receipt.

Total	\$27.20
-------	---------

Trip Fare	\$19.70
-----------	---------

Subtotal	\$19.70
Tolls, Surcharges, and Fees	\$4.50
Tip	\$3.00

Amount Charged

 8652	\$24.20
 8652	\$3.00

You rode with Aigbe

UberX 6.79 miles | 15 min

■	04:21am 9 W St, Boston, MA
■	04:36am BOS Terminal B West, Harborside Dr, Boston, MA

Payments

There are 5 types of payments:

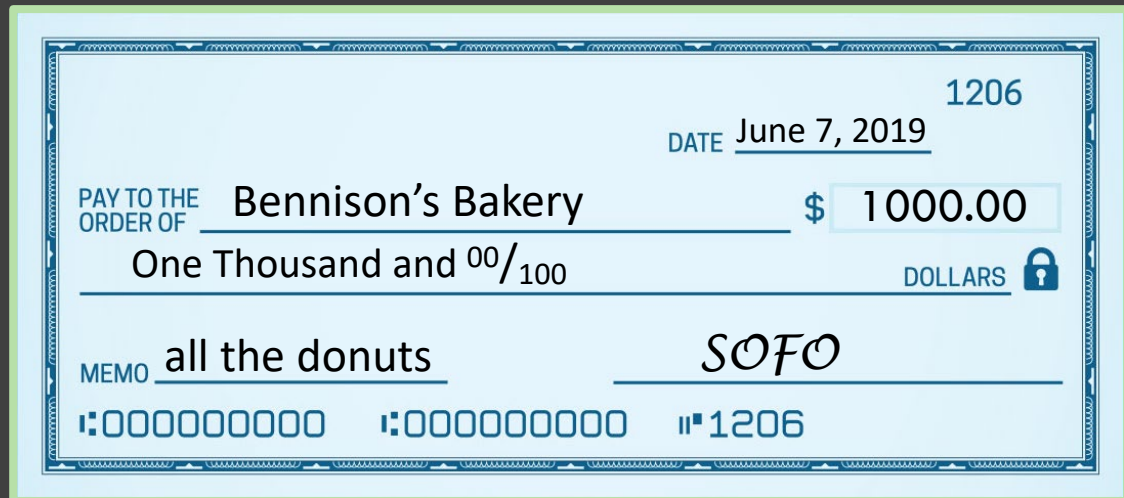
- Non-Contractual Payment
- Purchase Order
- Donation
- Scholarship/Award
- Contractual Payment

Required Documentation:

- Voucher
- Signed Invoice/Memo/Contract (depending on the type of payment)
- W-9 or Employee ID (**ONLY for payments to individuals**)

Payments

- Payments are used to pay a vendor directly from an organization's SOFO account, for goods or services.
- Payments are made in the form of a check or credit card payment (i.e. the SOFO procurement card), depending on how the group decides to pay the vendor.
- *We strongly encourage* you to use **payments** as often as possible (instead of reimbursements) to prevent your members from having to pay for things out of pocket!



ALL Payments – W-9 Form

□ ALL Payments require a W-9 Form for the payee

- This is an IRS form that collects taxpayer information so that a payee's income may be recorded by SOFO, per IRS regulations:

- <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- The payee name on the voucher must match the name on the W-9 exactly

□ A W-9 Must Be:

- Signed pen-to-paper by the payee (NO digital signatures)
- Dated within the current calendar year
- Filled out completely

Form **W-9**
Request for Taxpayer Identification Number and Certification
Department of the Treasury
Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irb.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third-party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.
By signing this fill-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

Payments – Invoice (Non-Contractual)

- If your student group receives an invoice and would like to pay a company without the use of personal funds, you may make a payment by submitting the invoice to SOFO.
- Invoice Requirements:
 - Original company invoice
 - Must be an **INVOICE** (not a quote/estimate)
 - Vendor contact information
 - Itemized list of items being purchased
 - Advisor signature
 - No IL sales tax (a tax-exempt letter can be obtained from SOFO)
 - Accompanied by W-9 form
- Payments to companies or individuals for **services or rentals** **cannot** be processed without a contract (covered later in the presentation).

[Original Company Invoice](#)
UNDERGROUND PRINTING INVOICE #296449

Order Date: 2016-06-03 12:47:39
In-Hands Date: 2016-06-15
Job Type: Screenprinting
Approved Artwork : [Click here to view](#)

Job Name: Residential Services Summer 2016 - SP
Payment Due: 2016-06-30
Terms: NET 15
PO Number:

Bill To:
Frank Zambrano
Student Organization Finance Office - NU
1999 Campus Drive
Evanston, IL 60201
Email:

Pick Up
Underground Printing
818 Clark Street
Evanston, IL 60201

STYLE #	COLOR	DESCRIPTION	SIZES				TOTAL
			S	M	L	XL	
5000G	Lilac	Gildan Heavy Cotton Basic T-Shirt					
Itemization							
Qty			7	10	4	2	23
Pc. Price			\$11.93	\$11.93	\$11.93	\$11.93	274.39

Advisor Signature
Advisor Signature

Shipping: \$0.00
Subtotal: \$274.39
No IL States Sales Tax Tax: \$0.00
Additional: \$0.00
Total: \$274.39
Amount Paid: \$0.00
Balance Due Amount Due: **\$274.39**

Vendor Name & Contact Info
Pay to the Order Of: [Underground Printing, 818 Clark Street, Evanston, IL 60201, Phone: 224.220.7942, Fax: 866.645.1686](#)

Payments – SOFO Procurement Card

- The SOFO procurement card is a credit card that you may use to make payments directly to vendors (**this is NOT the same as a group debit card**)
- Procurement Card Request Requirements:
 - List of items to be purchased (similar to an invoice)
 - Vendor Name
 - Itemization (what will be purchased)
 - With Amazon, you should create and print a **Wish List**; with most other vendors, you can simply print out an itemized **Shopping Cart**
 - Advisor Signature (if multiple pages, on every page)
 - In addition to the documents submitted for these transactions, you must also send an **email to the SOFO Manager** that includes:
 - Group name and voucher number
 - Link to the Shopping Cart/Product Page or Wish List (Amazon)
 - Your preferred shipping address
 - Groups will need to make sure that the IL sales tax is not included on invoices submitted for procurement card payments (use tax-exempt form).
 - Exception (Amazon): SOFO has a tax-exempt Amazon account. With all other vendors, you must establish tax exemption with the vendor *before* submitting your request to SOFO (call your company representative or customer service for instructions on tax exemption)

Payments – NU Preferred Vendors

- Some vendors have pre-existing agreements with NU that allow us to purchase goods tax-exempt (and sometimes at a discount). To make a purchase from a preferred vendor, please **reach out to the SOFO Manager** to schedule a meeting.
 - List of NU Preferred Vendors:
 - <https://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendors/secure/index.html>
- When meeting with the SOFO Manager, you will need to submit a list of items to be purchased, including:
 - Vendor Name
 - Itemization (please come prepared with the **item numbers** of each item to be purchased)
 - Advisor Signature (if multiple pages, on every page)
 - On-Campus Shipping Address

Payments – Travel

- Travel accommodations can be booked directly through NU's travel portal. To make a travel booking, please **set up a meeting with the SOFO Manager**.
 - *We strongly encourage* you to book travel this way, rather than having your members or guests pay for travel out of pocket and wait for reimbursement.
- To book travel with the SOFO Manager, you will need the following traveler information:
 - Full name, gender, and date of birth (month/day/year) *as it appears on their government-issued ID*
 - Phone number



Payments — Purchase Orders & Donations

- Purchase Orders:
 - **Purchase Orders** should only be used if specifically requested by the vendor (this is rare). Should you receive this request, please reach out to SOFO for instructions on submitting the payment.
- Donations:
 - **Donations to outside entities** create tax implications for the University that must be addressed before the payment is processed. Should your organization wish to donate to an outside entity, please reach out to SOFO well in advance of the intended payment

Payments – Scholarship/Award

A request to provide a scholarship or award to a student requires that a voucher be marked as a Payment transaction. The group will also need to submit a signed letter/memo.

- Memo Requirements:
 - Recipient's name
 - Amount awarded
 - Brief description of the scholarship/award
 - Signatures of both officers and the advisor
 - ONE of the following:
 - Recipient's W-9 form (if recipient is NOT an NU Employee)
 - Recipient's NU ID# (if recipient IS an NU Employee, including student jobs)


Dear Student Organization Finance Office,

This is a memorandum to request that **Jon Snow** be awarded **\$100.00** (one hundred dollars) as the winner of our Winter Scholarship.

Sincerely,
NU Night's Watch



Maester Aemon, Treasurer



Benjen Stark, President



Jeor Mormont, Advisor

Payments – Contractual

Contractual payments are required whenever terms and conditions exist. They are used to pay companies or individuals for rentals or services (including performances).

□ Documentation Requirements:

□ Invoice (if provided by the vendor), including:

- Vendor name and contact information
- Itemization
- Advisor Signature

□ Contract:

- If provided by the vendor, submit the vendor's contract agreement
- Northwestern Registered Student Organization Agreement (i.e. NU contract form):
 - <https://www.northwestern.edu/studentorgs/org-officers/policy-index/contracts/index.html>
- Contracts MUST be signed by a **University Official Contract Authority**
 - Some Contract Authorities need several weeks' notice to review and sign a contract, so plan accordingly!
 - If you need help finding a Contract Authority, please reach out to SOFO

□ ONE of the following:

- Recipient's W-9 form (if recipient is NOT an NU Employee)
 - Recipient's NU ID# (if recipient IS an NU Employee, including student jobs)
- Since your advisor will not be signing on the contract, they must sign the **voucher**



Contract Examples

- A Contract Should Be Used For:
 - Services provided by companies or individuals. A contract must be used *even if the person/entity is not compensated* for their appearance or performance
 - Some examples of services include speaking, performing, coaching, refereeing, photography, web page design, parking valet, musical performances, and disc jockeying
 - Any transaction that involves terms and conditions
 - Renting an off-campus venue for an event
 - Renting a vehicle (Limo, U-Haul, Car Rental)
 - Purchasing group tickets for off-campus events or shows (Broadway in Chicago, Great America, Chicago Cubs, group classes).
 - Outside caterer, sound/light company, security firm, ambulance service, and equipment rented for the event.
 - A corporate sponsorship.
 - Middle agent agreement to pay a “finders fee” in securing the act for the student group
 - A co-promoter agreement when a promoter co-produces a concert with the student group



IMPORTANT: Contracts

- Students should **NEVER** sign on a contract!
 - A contract must be signed by a **University Contract Signing Authority** (NOT you or your advisor) and by the vendor.
- If an invoice involves **terms and conditions**, it is considered a contract.
 - This is most common with rentals
- ***SOFO cannot reimburse** someone who pays out of pocket for any contractual service (i.e. contracts **MUST** be processed as payments).*

SHADY GUY



Sign on the dotted line

Contract

- SOFO will provide a contract template if a vendor or an individual to be paid does not have one drafted.

□ Contracts Must:

- Be completed in ink
- Be signed by a University official (NOT your advisor)
 - *Students should never sign a contract!*
- Include the name and contact information of the payee
- Indicate the event date and time
- Specify the amount to be paid

2017-18 Northwestern Registered Student Organization Agreement			
<i>Please type or print legibly. Agreement should be returned within 14 (fourteen) business days of the event. Agreement should be completely filled out and is subject to the approval of Student Affairs staff.</i>			
This Agreement is entered into on this date: _____ by and between _____ ("Supplier") and Northwestern University ("Northwestern"). In consideration of the compensation and/or use of Northwestern facilities referenced below, the parties agree to the following terms and conditions:			
Services to be provided by the Supplier:			
Date/Time of Engagement:			
Place of Engagement:			
Compensation to Supplier (enter \$0 if there is no cost):	\$		
Northwestern check should be made payable to:			
Federal ID number or Social Security #:			
Description of additional needs (e.g., soundlights, hospitality, travel, special equipment):			
Student Group Name:			
Student Group Contact:	Name:		Email:

- Unless otherwise specified, Supplier will be responsible for providing its own equipment if necessary.
- Supplier will be paid by Northwestern check following its performance of the services to be rendered under this Contract.
- No performance or program, or any part thereof is to be reproduced by Northwestern, including but not limited to reproduction by broadcasting, videotaping, or tape recording without the written permission of the Supplier. Supplier is similarly prohibited from reproducing a performance or program held on Northwestern campus without the written permission of University Relations at Northwestern.
- Unless Northwestern, in its discretion, has given express advance written consent, University trade names, trademarks, nicknames, symbols, logos, or images are not permitted to appear in Supplier's materials, on Supplier's websites, or other communications.
- It is specifically agreed that the Supplier, its employees and agents are acting as independent contractors and are not agents or employees of Northwestern. It is further agreed that the Supplier agrees to perform and discharge all obligations as an independent contractor and under any and all laws, whether existing or in the future, including but not limited to federal or state social security laws, employee compensation and unemployment insurance.
- It is understood and agreed that the consumption of alcoholic beverages or non-prescription drugs by Supplier on University premises before, during or after the performance is in violation of University policy, and may result in the immediate termination of the Contract, with no liability to Northwestern.
- If alcohol will be available, the terms of the Northwestern Events with Alcohol Rider apply.

Indemnification. Notwithstanding any other provision, Supplier agrees to defend, indemnify and hold harmless Northwestern and any of its trustees, officers, agents and employees of and from any loss, cost, damage or expense incurred as a consequence of damage to property, personal injury or death, arising or alleged to have arisen out of or in connection with the presence of any Supplier employees, agents or subcontractors on Northwestern property which is in any way associated with the performance of this Agreement, together with any legal and related expenses which may be incurred by Northwestern in defending such claims, unless such loss results solely from the negligent acts or omissions of Northwestern.

Limitation of Liability. Except as set forth herein, neither the Supplier nor Northwestern shall be liable to the other party for indirect or consequential damages, even if such party has been advised of the possibility of such damages.

Insurance Requirements. Prior to rendering any services under the Agreement, Supplier shall procure and maintain (at its sole expense) the following insurance, which shall cover itself and any subcontractor: comprehensive general liability in an amount of not less than **\$1 million** per each occurrence and **\$2 million** in the aggregate; statutory workers' compensation insurance as required by law; automobile liability insurance in an amount not less than **\$1 million**; and employer's liability insurance in an amount of not less than **\$500,000**. Northwestern, its affiliates, officers, directors, trustees, volunteers, and employees shall be named as additional insureds under the General Liability, Automobile Liability and Excess Umbrella policies on a primary, non-contributory basis. All policies shall waive rights of subrogation against Northwestern. Insurance shall be placed with reputable insurers with a Best's rating of A- or better. Supplier shall furnish Northwestern with certificates of insurance outlining the coverage above. Failure of Northwestern to notify Supplier of any deficiencies in the required insurance policies or to request insurance certificates shall not relieve the Supplier from the responsibility to provide the specified insurance coverages.

Governing Law. The Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois, excluding its choice of law rules. In the event of a dispute, the parties agree to submit to the exclusive jurisdiction of the state courts of, and federal courts sitting in, Cook County, Illinois.

Tax Exempt. Northwestern is exempt from the retailers' occupation tax, the service occupation tax (both state and local), the use tax, and the service use tax. Our Illinois State tax exemption identification number is E 9960-4056. Northwestern is also exempt from the Federal excise tax as an exempt institution (sec. 4222(JR)). Our Federal excise tax exemption certificate registry number is 3673-0269F.

To the extent that the terms of this agreement conflict with the terms and conditions set forth by the Supplier, the terms of this agreement shall take precedence. AGREED TO AND ACCEPTED BY:

Authorized Northwestern Staff Representative	Supplier
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Address: _____
	Phone: _____
	Email: _____
	Date: _____

Approved: 01-2010

Payments to NU Employees

- When submitting payments to individuals employed by NU:
 - Include the payee's Employee/Student ID on the voucher
 - These individuals will be paid directly through the University payroll.
 - This is the only type of payment in which a W-9 is *not* required

Date: _____ No. _____

ACCOUNT No.: _____ ACCOUNT NAME: _____

Payment (Check) Line TRF JE# _____ Reimbursement Purchase Order
 Payment (Debit Card) Expense 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: _____

SOFO Date Stamp:

Notes:	For Office Use ONLY			
	Accepted	Vendor Maintained	Entered	Reviewed

SOFO COPY



SOFO: Mailing Payments

- All payments to be mailed by SOFO will be mailed:
 - Through **Campus Mail**
 - Campus mail adds extra time to the mailing process and may take **up to 2 weeks** to get to the vendor.
 - With check **ONLY** (unless otherwise specified)
 - If a group needs additional documents mailed with a check they must:
 - Make a note on the voucher that additional documents should be mailed.
 - Submit copies of all documents that need to be mailed with the check.
 - Ex: Invoice, contract, etc.



Transfers

There are 2 types of transfers:

- Line Item (Internal) Transfer
- External Transfer

Required Documentation:

- Voucher
- External Only: Same documentation needed for a payment or a reimbursement depending on what the transfer is being used for.

Transfers – Line Item (Internal)

- Line Item Transfers are funds transferred within the same account (for accounts with multiple line items).
 - These require ONLY a voucher
- Usually used to clear a deficit or disperse budgeted funds to specific line items.
 - Example of line items: Storage, Spring Break Trip, Formal Event, Van Rentals
- Voucher Requirements:
 - “Account No.”: line that funds are coming out of (20XX-XXX-YY)
 - “Pay to the Order of”: line that funds are going into (20XX-XXX-ZZ)
 - Signature of both officers and the advisor
 - If funds are coming out of an ASG-sponsored line, the voucher also requires the signature of the Account Executive (AE) or Group Executive (GE)

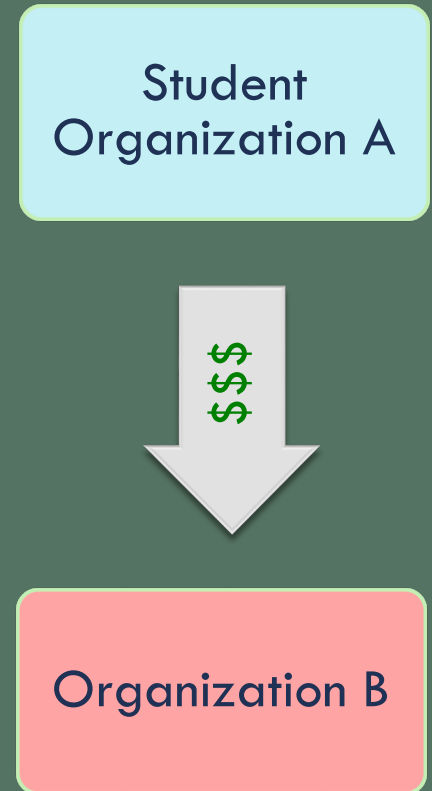
Student Org A:
Line Item 1



Student Org A:
Line Item 2

Transfers – External

- External transfers are funds transferred out of one group’s account into another group’s account for the purpose of a **payment** or **reimbursement**.
- Required Documentation:
 - Voucher
 - The receiving organization’s name is written in the “Pay to the Order of” line
 - A 20 digit chartstring will be needed for University departments
 - See **Payment** requirements for transfers functioning as payments
 - See **Reimbursement** requirements for transfers functioning as reimbursements
 - (for more detailed instructions, reference the [Transaction Checklist on the SOFO website](#))



Transfers – External (NU Financials)

- Some external transfer payments will be initiated by other NU departments. This means that SOFO will not be aware of these transactions until they have been posted.
 - Some Examples are:
 - Motor Pool
 - On-campus venue reservations
 - Funding or charges from academic departments
- It is very important that officers keep track of these transactions, because it can take up to 45 days for them to show up on the group's audit trail.
 - These transactions could be debits from the account or credits to the account.
 - Ask the department involved for a **NU Financials Journal ID#** connected to the transaction, and we can verify that your group has funds either coming in or going out.

Check Advance

Required Documentation:

Before Purchase

- Voucher – including detailed description of planned expenditure

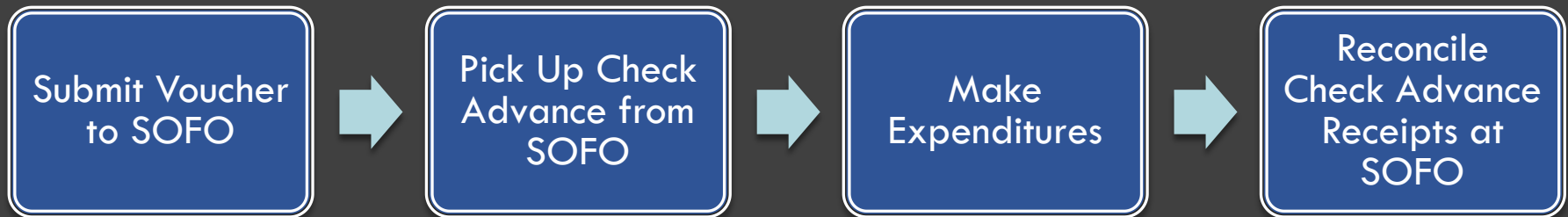
After Purchase

- Signed Original Receipts (Receipt Requirements apply)
- Blank Sheet of Paper (to tape receipts)
- Adding Machine Tape (to add up receipts)
- Check Advance Reconciliation Form

Check Advance

- A Check Advance is a check issued from an organization's account as an "advance" to buy goods.
- It differs from a Payment in that advances are used when an invoice, or receipt, is not generated until after the sale is complete.
- It differs from a Reimbursement in that organization members do not have to use personal funds to make purchases and wait for reimbursement; rather, they will make purchases using funds taken out of the group's SOFO account.

Check Advance Timeline:



Compare Reimbursement Timeline:



Check Advance Restrictions

- ❑ Check advances may be obtained for amounts ranging from \$31.00 to \$500.00.
 - If more than \$500 is needed, groups may take out multiple check advances.
- ❑ Check advances can only be made payable to a group's treasurer or president.
- ❑ Groups may make multiple purchases with one check advance.
- ❑ Advances may be used for any authorized expenditures (e.g. munchies, group dinners, etc.) that fall within University/organizational guidelines.

Check Advance Restrictions ctd.

- ❑ Advances will be refused if they would put the organization's account in deficit.
- ❑ Advances **cannot** be used to reimburse officers on past purchases (a "reimbursement" transaction should be initiated by voucher instead).
 - Receipts or invoices dated prior to the check's distribution from the SOFO service counter will be refused for reconciliation.
- ❑ Advances may **NEVER** be used to pay on contracts
- ❑ **No IL Sales Tax on Receipts**
 - If check advance funds are used to pay IL Sales Tax, the group will need to deposit the amount spent on tax back into the account in order to reconcile the advance.
 - You may request a **tax-exempt letter** from SOFO to avoid paying sales tax.

Check Advance Reconciliation

- All advances must be reconciled within 30 days from the date the check is printed
 - If SOFO does not receive this reconciliation within 30 days, the account will be **FROZEN**
- Reconciliation works a lot like a reimbursement, in that you submit all receipts to SOFO for review along with the **reconciliation form**
 - All receipts must follow the same restrictions as those you would submit for reimbursement, i.e. they must include:
 - The vendor contact information
 - Date of purchase
 - Itemization
 - Method and proof of payment
 - Advisor's signature

Check Advance Reconciliation Form

- When requesting a check advance, officers guess how much money they will need to buy the items necessary for their organization's activity. More often than not, there will be a difference in the amount disbursed and the amount used. This is where a check advance reconciliation form is needed.
- Underspent?
 - Deposit the remaining funds at the Cashier's Office and attach the deposit slip to the reconciliation form.
- Overspent?
 - Turn in a **reimbursement voucher** for the amount overspent along with the receipts used to reconcile the check advance. SOFO will reimburse for overspent check advances.

CHECK ADVANCE RECONCILIATION FORM
Student Organization Finance Office
Norris University Center
(847) 491-2328 • sof@northwestern.edu

DATE: _____
ACCOUNT NAME: _____
ACCOUNT NUMBER: 2 0 _ _ _ _ _

CHECK INFORMATION:
DATE PRINTED: _____ CHECK #: _____ AMOUNT: _____
PAYEE: _____ VOUCHER #: _____
DESCRIPTION OF USE OF FUNDS: _____

<input type="checkbox"/> Under Spent Amount: _____ Deposit No.: _____ Date: _____
<input type="checkbox"/> Over Spent Reimbursement Amount: _____ Voucher No.: _____ Date: _____
<input type="checkbox"/> Spent Exact Amount

Officer's Signature

----- For Office Use Only -----

Verified Receipts Verified Deposit Verified Reimbursement
AP Reference No: _____

Receiving Attendant _____ Date: _____

Reviewed by Supervisor Entered in Database

Supervisor Signature _____ Date: _____

MP 7/17

Transaction Wrap-Up

You should now be familiar with the four main transaction types and all of their sub-types:

Reimbursements

- General Reimbursements
- Petty Cash Reimbursements (\$30 or less)
- Online/Digital Purchase Reimbursements

Payments

- Non-Contractual Payment
- Purchase Order
- Donation
- Procurement Card
- Preferred Vendor
- Travel
- Scholarship/Award
- Contractual Payment

Transfers

- Internal (Line Item) Transfer
- External Transfer

Check Advances

Bonus: Other Transactions

- These do not fall under the four main transaction types but are nevertheless important:
 - Deposits
 - Rush Vouchers
 - Motor Pool
 - Crowdfunding

Deposits – Cashier’s Office

- How to deposit funds into your SOFO account:
 - Deposits may take the form of cash/coins or checks.
 - Deposits are made at the Cashier’s Office, located to the left of SOFO.
 - Hours: Monday – Friday, 9AM-4PM
 - Anyone (not just officers) can make deposits into SOFO accounts.
 - Please make all checks payable to Northwestern University, with your group name in the check memo
 - Record all deposits the group’s ledger.

STUDENT ORGANIZATION FINANCE OFFICE Deposit No. _____
 Northwestern University, Evanston, IL 60208

SOFO
 Account Name: _____ Number: _____

Cashier's Office Timestamp	DESCRIPTION OF SOURCE OF REVENUE		AMOUNT

Depositor Name: _____ Ph#: _____ DEPOSIT TOTAL _____

This space is for Cashier's Office use only. Deposit Status: OK Modified

CHECKS		
CURRENCY		
COINS		
MEDIA TOTAL		

Receiving Cashier _____ Verifier / Date _____

Box Office Cash Box Sales Date(s) _____

Deposit Slip

Available at the Cashier’s Office
 Include check information and purpose in the “Description or Source of Revenue”

Rush Vouchers

- Rush vouchers may be submitted in addition to the original voucher and documentation in order to have SOFO expedite a transaction.
- Rush applies only to the check making process – we cannot expedite mailing checks.
 - If you need your check to be mailed quickly, you should pick it up from our office and mail it yourself.
- A Rush Voucher MUST be submitted at the same time as the voucher/check you wish to be rushed

The image shows a SOFO Rush Voucher form. A large, red, 3D-style stamp with the word "RUSH!" in white, bold, capital letters is diagonally placed across the center of the form. The stamp is surrounded by a circular border with five stars. The form itself is a standard voucher with fields for Date, No., ACCOUNT No., and various checkboxes for Payment, Check, and Receipt. It also includes fields for EXPENSE, THE, and DOLLARS, as well as a section for SIGNATURES (AS PER) with fields for PRESIDENT and ADVISOR. At the bottom, there is a table with columns for Notes, Vendor Maintained, Entered, and Reviewed. The text "SOFO Date Stamp:" is visible on the left side of the form, and "SOFO COPY" is printed at the bottom left.

Notes:	Vendor Maintained	Entered	Reviewed

Rush Vouchers

□ Filling out a Rush Voucher:

- Transaction Type: Transfer
- Pay to the Order of: SOFO
- Expense for: Rush Voucher #(voucher being rushed)
- Signed by both officers and the advisor (+AE/GE if applicable)

□ Same Day Rush:

- \$20
- Must be submitted before 1:00pm
- Ready by 4:00pm on the same day

Date: _____ No. _____

ACCOUNT No.: _____ ACCOUNT NAME: _____

Payment Procurement Card Purchase Order
 Check Advance Debit Card, Inventory
 Reimbursement Petty Cash TRF JE# _____

Expedite
(Fees apply)
 Next Day
 Same Day

PAY TO THE ORDER OF: **SOFO** \$ _____
Please Print Clearly

THE SUM OF: _____ Dollars

EXPENSE FOR: **Rush Voucher #xxxxxx**
Description of expense and related event or activity / Invoice Number / Special Instructions

ADDRESS: _____
 Mail Check

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: _____

SOFO Date Stamp:

For Office Use ONLY				
Notes:	Accepted	Vendor Maintained	Entered	Reviewed

SOFO COPY

□ Next Day Rush:

- \$15
- Ready around the time of submission on the following business day

Motor Pool – Process

- Faculty, staff and students can use Motor Pool vehicles for official University business. Student Organization use must be authorized by the Student Organization Finance Office (SOFO).
 - All drivers must take the defensive driving course and be awarded certification.
 - Forms turned into SOFO will be reviewed and sent to the Motor Pool office on behalf of the student organization.
- Make a Motor Pool reservation before coming to SOFO.
 - Go to the Motor Pool website and familiarize yourself with their policies and procedures:
<http://www.northwestern.edu/fm/services/motor-pool/index.html>



Motor Pool – SOFO Form

- Bring the completed form to SOFO:
 - Deductible: Motor Pool will charge a deductible of at least \$500 per vehicle in the case of an accident (and only if there is an accident).
 - Student organizations must have enough funds to cover the cost of vehicle rental plus the potential deductible.
 - Must have the signature of both officers and the advisor.
 - If traveling outside the Chicago area (more than 150 miles), the Executive Director of Campus Life will also need to sign.

Driver Authorization and Payment Approval
(Student Organization Use of Northwestern University Vehicles)
Only group officers signed in with SOFO may submit this form to SOFO

This completed form must be submitted to Motor Pool at least 24 hours before vehicle is needed.
Fax to (847) 467-2188 or Email to motor-pool@northwestern.edu

Student Organization: _____ SOFO Acct#: _____

Rental Dates _____ Destination (City/State) _____

Purpose of Trip _____

Vehicle Information:

Vehicle Type	Deductible	Rate	Period	=	Rental Cost
1. _____	\$ _____	\$ _____	x _____ days	=	\$ _____
2. _____	\$ _____	\$ _____	x _____ days	=	\$ _____
3. _____	\$ _____	\$ _____	x _____ days	=	\$ _____
4. _____	\$ _____	\$ _____	x _____ days	=	\$ _____
5. _____	\$ _____	\$ _____	x _____ days	=	\$ _____
Total Deductible: \$ _____					Total Rental: \$ _____

As the student officers authorized to represent our organization in these matters, we confirm that the requested vehicles will be used only within the scope of a legitimate organization-sponsored program, in accordance with Northwestern University's Vehicle Policy, and that the student driver(s) listed on page 2 have completed the drivers training course conducted by the Office of Risk Management. The driver(s) is(are) member(s) of the named student organization affiliated with the University and has/have permission to proceed with reservation # _____.

We approve the rental agreement with Motor Pool for an amount not to exceed _____, to be paid through the NU Financials system from chartstring:

FUND _____ DEPARTMENT _____ PROJECT _____ ACTIVITY _____ ACCOUNT **75630**

President's Signature / Date Treasurer's Signature / Date Advisor's Signature / Date

Executive Director of Campus Life Signature* Date

*Travel over a 150-mile radius from the Evanston campus of Northwestern University during the week (or 300 miles with an overnight stay on weekends) requires the Executive Director's approval.

FOR SOFO USE ONLY

The SOFO account above was verified for an amount of up to \$ _____ on ____ / ____ / ____.

Fly & Drive (Graduate Students Only) _____
SOFO Accounting Assistant/Manager

Page 1 of 2

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Motor Pool – SOFO Forms

- Only students who have completed the university's Defensive Driving Course may drive the rented vehicles. Drivers are checked by SOFO before submission.
- Ensure that anyone who will be driving is listed on the Motor Pool Form.
- If you have more drivers than space on the form, submit an Additional Drivers Form.

Driver Authorization and Payment Approval
(Student Organization Use of Northwestern University Vehicles)
Only group officers signed in with SOFO may submit this form to SOFO

This completed form must be submitted to Motor Pool at least **24 hours** before vehicle is needed.
Fax to (847) 467-2188 or Email to motor-pool@northwestern.edu

Only students who have completed the university's Defensive Driving Course may drive the rented vehicles. *Each certified driver must be listed below; verified on the Risk Management website; and approved by the group's advisor before the form is submitted to SOFO. Advisors can verify the status of Northwestern University Certified Drivers at <http://www.northwestern.edu/risk/policies/university-vehicle/list-of-approved-drivers.html>.*

Driver 1
Name _____ Advisor approval: _____
License No. _____ Issuing State _____ Exp. Date _____
E-mail Address _____ Phone _____

Driver 2
Name _____ Advisor approval: _____
License No. _____ Issuing State _____ Exp. Date _____
E-mail Address _____ Phone _____

Driver 3
Name _____ Advisor approval: _____
License No. _____ Issuing State _____ Exp. Date _____
E-mail Address _____ Phone _____

Driver 4
Name _____ Advisor approval: _____
License No. _____ Issuing State _____ Exp. Date _____
E-mail Address _____ Phone _____

Driver 5
Name _____ Advisor approval: _____
License No. _____ Issuing State _____ Exp. Date _____
E-mail Address _____ Phone _____

The University Vehicle policy is available at <http://www.northwestern.edu/risk/policies/university-vehicle/index.html#operational>.

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Crowdfunding – Catalyzer

- Organizations wishing to conduct a crowdfunding campaign MUST do so through the Northwestern University crowdfunding platform, **Catalyzer** (more information about the application and campaigning process can be found on the Catalyzer website):
 - <https://catalyzer.northwestern.edu/>
- Organizations should NEVER set up independent crowdfunding campaigns outside of Catalyzer, as these create tax implications for which the campaign owner may be held personally liable (in Catalyzer, the University assumes these liabilities)



Bonus: Other Transactions-Wrap Up

- You should now also be familiar with:
 - How and where to make Deposits
 - What to do if you need to expedite the making of a check with a Rush Voucher
 - How to rent vehicles from the University through Motor Pool
 - How to set up a crowdfunding campaign through Catalyzer