1. An organization's financial transactions are confidential. As a result, SOFO can only address account-related matters with specific people. How many individuals can an organization have signed into SOFO at any one time? What positions do they sign into with SOFO?

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

3. Name four reasons why your account may be frozen:

4. What is the process to reconcile your account?

5. How often must you reconcile your account?
   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?

7. For ALL three types of reimbursements, there are certain things that will disqualify a receipt from reimbursement – what are they? (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 purchases
   d. The advisor’s signature is not on the receipt
   e. Vendor information is included
   f. Receipts shows proof and method of purchase

8. Where can you access a tax-exempt letter?
   a. Online: I fill it out myself
   b. At the Cashier’s Office
   c. At the SOFO window
   d. With the vendor; they generally have them on file

9. What are the types of payments handled at SOFO (hint: there are 5 types)?
10. What types of transactions require a contract? (Circle all that apply)
   a. Payment for services conducted by a company
   b. Payment for services conducted by an individual
   c. Payment for goods
   d. Reimbursement for goods
   e. Payment for a performance by a band

11. For which of the following payment transactions would you use an invoice without a contract?
   a. When renting busses
   b. When purchasing t-shirts from Underground Printing
   c. When paying an individual to speak at an event
   d. When paying for a photography service for an event

12. Who is authorized to sign on a contract on behalf of the student group?
   a. Group Officers
   b. Group Advisor
   c. Shady Guy from the presentation
   d. University Official

13. Why would you use an internal transfer?
   a. To make a payment to another student group
   b. To move funds from one line item in the account to another
   c. To pay Underground Printing for a shirt order
   d. To purchase fliers at Quartet Copies

14. Why would you use an external transfer?
   a. To make a payment to another student group
   b. To move funds from one line in the account to another
   c. To pay Underground Printing for a shirt order
   d. To clear a deficit within the account

15. What can you use your chart string for? (Circle all that apply)
   a. Tying up your SOFO documents
   b. Making payments to individuals
   c. Purchasing fliers from Quartet
   d. Reserving Motor Pool vehicles
   e. Receiving funding support from a University department

16. What do the last two digits of your 9-digit account number signify?
   a. Date of the transaction
   b. Absolutely nothing; accounts are only 7-digits long
   c. Type of transaction
   d. Line-item within the account

17. What line-item will your account always have?
   a. The -00
   b. The -33
   c. The -687
   d. None of the above
18. 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)
   a. SOFO Attendants
   b. SOFO Student Supervisors
   c. SOFO Manager
   d. Cash Operations Manager

19. There are specific requirements for check advances that differ from a regular transaction: A check advance can only be made payable to certain individuals; who are they? A check advance must be reconciled within how many days? A check advance can only be made up to a certain amount; what is that amount?

20. A check advance....
   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

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

   | Transfer          | CKAD |
   | Void             | NUFIN|
   | Check Advance    | TRFR |
   | Adjustment       | PYMT |
   | NU Financials    | REIM |
   | Deposit          | VOID |
   | Reimbursement    | DPST |
   | Payment          | ADJT |

22. 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 a confirmation from the payee confirming that they no longer require payment
   f. Void Check Requests require only the officer’s signature

23. Name a reason why a check might need to be voided:
True or False: If a statement is true, mark it T. If a statement is false, mark it F and correct it to be true.

24. Rush Vouchers are required if a group wishes to have their check expedited.

25. You must submit a Motor Pool request at least 5 hours before you wish to take the vehicles.

26. The Motor Pool deductible is at least $500 per vehicle.

27. A Motor Pool form requires your advisor’s signature if you are traveling further than 150 miles.

28. Deposits are to be made at SOFO.

29. Checks that you wish to deposit into your account should be made out to Northwestern University.

30. SOFO can reimburse for Illinois state sales tax.

31. Officers sign out of their accounts by sending SOFO an email naming their successor.

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):

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<thead>
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<th>1st</th>
<th>2nd</th>
<th>3rd</th>
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For Office Use Only

- Reviewed with officer
- Made copy for officer
- Signed up for training
- Entered in Database
- Scanned to Folder

Attendant Initials: Date:
Supervisor Initials: Date:

MP 9/17