OFFICER TRANSACTIONS:
COMPLETE OVERVIEW
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!
- 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)
1. Transaction type must be selected.

2. Payee Information needed:
   - Pay to the order of: Payee Name
   - Numerical Amount
   - Amount written out
   - Expense for: Detailed description of expense
3. Mailing Address (if needed)
   3. Check will be held at SOFO for pick up by one of the group officers.
   4. Only include address if you wish the check to be mailed.

4. Signatures:
   3. Every voucher requires the signature of both officers and the advisor
   4. When using funds from an ASG-sponsored line, the voucher must also be signed by the group’s Account Executive (A-Status) or Group Executive (B-Status)
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.
There are 3 types of reimbursements:

- General Reimbursements
- Online Purchase Reimbursements
- **Petty Cash** Reimbursements ($30 or less)

**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
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
    - 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

![Tax-Exempt Receipt](image)
Submitting Receipts

- **Formatting Documentation**
  - **Blank Sheet of Paper**: Tape all receipts on a blank sheet of paper.
    - Make sure that 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.

All Formatting materials are available at SOFO.
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
  - Items shipped to Illinois are subject to IL state sales tax
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.
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.
Payments

There are 5 types of payments:

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

Required Documentation:

- Voucher
- Signed Invoice/Memo/Contract (depending on type of payment)
- Email to SOFO Manager (ONLY for procurement card payments)
  - Email must include voucher number, link to wishlist (if Amazon), or link to exact product online, and shipping address.
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.
  - Groups must mark on the voucher which method of payment they would prefer.
    - Check “Payment” for check payments
    - Check “Procurement” for SOFO credit card 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).

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 an Amazon business account, which can be used and IL sales tax is not included. Groups need to print out wishlist as invoice to be signed by their advisor.

In addition to the documents submitted for these transactions, you must also send an email to the SOFO Manager that includes:

- The voucher number
- Link to the vendor’s payment page. If Amazon - a link to the wishlist.
- The shipping address preferred

Keep in mind that the use of a credit card can sometimes incur additional fees from the vendor.
 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)

Payments to companies/individuals for services or rentals cannot be processed without a contract.
Payments – Donations

A request to make a donation from a student organization’s account requires that a voucher be marked as a Payment transaction. The group will also need to submit a signed letter/memo, and prove that the Organization is 501(c)(3) recognized.

- **Memo Requirements:**
  - Group’s reason for donating
  - Donation amount
  - Receiving organization’s name, address, and FEIN#
  - The cause that will be the recipient of the intended donation (if different from the organization itself)
  - Signatures of both officers and the advisor

If your organization is receiving a donation, the vendor may request documentation of the group or Northwestern University. In this case, forward the email to SOFO at [SOFO@northwestern.edu](mailto:SOFO@northwestern.edu) to determine the next steps.
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
  - Attached W-9 form
    - Dated within the current calendar year
    - Signed pen-to-paper (not digitally)

A W-9 tax form must also be submitted because this type of transaction is processed as a payment to the individual. W-9’s may be found online on our website: [http://www.northwestern.edu/norris/services/sofo/sofo-forms/index.html](http://www.northwestern.edu/norris/services/sofo/sofo-forms/index.html)
Payments – Contractual

Contractual payments are used to pay companies or individuals for rentals or services (including performances).

- **Documentation Requirements:**
  - **Contract:** Payments for rentals/services from companies or individuals
    - *Some invoices act as a contract, because they include terms and conditions. These must be signed by a University contract signing authority.
  - **Contract Rider:** ONLY if the contracted event is occurring on the Northwestern University campus

- **Additional Documentation Required for Contractual Payments to Individuals:**
  - **W-9 Form:** Tax form used for payments to individuals NOT employed by the university
  - **Additional Pay Request Form:** ONLY used for individuals employed by the university (and will be paid through Northwestern payroll)
    - The amount agreed upon on the contract will be subject to tax.
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**

- **Contract**: An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration.
  - If an invoice involves terms and conditions it is considered a contract.
  - *A contract must be signed by a University Contract Signing Authority (NOT you or your advisor) and by the vendor.*
  - *SOFO cannot reimburse someone who pays out of pocket for any contractual service (i.e. contracts MUST be processed as payments).*

*Sign on the dotted line*
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
Contract Rider

- **Contract Rider:** An attachment to the original contract that clarifies the additional terms of the agreement. It is used for Northwestern University’s specific terms.

- When a contracted event takes place on the Northwestern University campus, your payment documentation **MUST** include a contract rider.

- Riders must be signed by a University Contract Signing Authority (NOT you or your advisor) and by the Vendor/Payee.

- The Contract Rider is standard across the university (i.e. the same document is used for all groups and events) and can be found on the SOFO website.
In the event of any conflict, inconsistency, or discrepancy between the provisions of the ARTIST’S CONTRACT and/or Rider and the provisions of the NORTHWESTERN UNIVERSITY CONTRACT and/or Rider, the provisions of the NORTHWESTERN UNIVERSITY CONTRACT shall govern in all respects, govern, and control.

1. DEFINITIONS: The term NORTHWESTERN UNIVERSITY as used in this Contract Rider means NORTHWESTERN UNIVERSITY and all of its officers, employees, and agents.

2. SHOW DETAILS: The ARTIST shall perform ______ hours, each being at least ______ minutes in length, exclusive of intermission(s) and the first show will begin at ______. The ARTIST shall load his/her BREAK TIME to ______ minutes per ______ of engagement period, such BREAK TIME not to be cumulative.

3. TRANSPORTATION: The ARTIST will make and pay for transportation and housing arrangements unless otherwise specified in this contract. In the event that transportation is at the artist’s expense, the artist will provide detailed transportation and housing arrangements to the NORTHWESTERN UNIVERSITY. The ARTIST shall provide a complete list of all expenses incurred in connection with preparation for said performance(s) including, but not limited to, costs for local printing, ticketing, and management of the performance. Such reimbursement must be paid to the ARTIST prior to thirty (30) days after the scheduled performance date.

4. DELAY OF PERFORMANCE: In the event that as a result of actions of the ARTIST or any employee or agent of the ARTIST, the show does not begin on time, the ARTIST shall reimburse the NORTHWESTERN UNIVERSITY for all reasonable out-of-pocket expenses incurred in connection with preparation for said performance(s) without limitation to reasonable out-of-pocket expenses incurred in connection with preparation for said performance(s) including, but not limited to, costs for local printing, ticketing, and management of the performance. Such reimbursement must be paid to the ARTIST prior to thirty (30) days after the scheduled performance date.

5. NOTIFICATION: Before the start of the show, the ARTIST must provide the NORTHWESTERN UNIVERSITY with a complete list of all expenses incurred in connection with preparation for said performance(s) including, but not limited to, costs for local printing, ticketing, and management of the performance. Such reimbursement must be paid to the ARTIST prior to thirty (30) days after the scheduled performance date.

6. ALCOHOL, TOBACCO AND DRUGS: If the ARTIST is found to be under the influence of intoxicating beverages, tobacco, or drugs, the ARTIST may be required to leave the premises without refund of any portion of the engagement fee.

7. CONTROL OF PERFORMANCE AND DAMAGES: The ARTIST shall be responsible for all aspects of the performance, including the provision of all necessary personnel and equipment, and shall be responsible for any damage or loss to the NORTHWESTERN UNIVERSITY or any third parties resulting from any acts or omissions of the ARTIST or any employee or agent of the ARTIST.

8. LIMITATION OF LIABILITY: No claims for personal injury, death, or damage to property shall be brought against the ARTIST by any third party arising out of the performance of the contract.

9. RELEASE OF RIGHTS: The ARTIST hereby releases the NORTHWESTERN UNIVERSITY and its officers, employees, and agents from any claims, demands, or actions for personal injury, death, or damage to property arising out of the performance of the contract.

10. INDEMNIFICATION: The ARTIST shall indemnify and hold harmless the NORTHWESTERN UNIVERSITY and its officers, employees, and agents from any claims, demands, or actions for personal injury, death, or damage to property arising out of the performance of the contract.

11. CONTRACT AUTHORITY: The person signing for the ARTIST represents that he/she has been authorized by the ARTIST to enter into this contract on behalf of the ARTIST.

12. CONTRACT PAYMENT: The ARTIST shall be paid as follows: ______ in advance, ______ upon completion of the performance, and ______ as reimbursement for any expenses incurred in connection with the performance.

13. CONTRACT TERMINATION: The ARTIST shall be entitled to terminate this contract if the NORTHWESTERN UNIVERSITY fails to pay the contract fee as agreed upon in this contract.

14. COMPLIANCE WITH ALL LAWS: The ARTIST shall comply with all local, state, and federal laws and regulations applicable to the performance of the contract.

15. ARBITRATION: Any disputes arising out of this contract shall be resolved through arbitration in accordance with the rules of the American Arbitration Association.

16. ENTIRE AGREEMENT: This contract contains the entire agreement between the parties and supersedes all prior negotiations, understandings, or agreements.

17. GOVERNMENT CONTRACTS: If this contract is a government contract, the provisions of the Federal Acquisition Regulations shall govern this contract.

18. GOVERNMENT SUBCONTRACTORS: If this contract is a government contract, the provisions of the Federal Acquisition Regulations shall govern this contract.

19. ADDITIONAL PROVISIONS: The ARTIST agrees to adhere to all rules and regulations established by the NORTHWESTERN UNIVERSITY for the performance of the contract.

20. CONTRACT END: This contract shall be automatically terminated upon the conclusion of the performance or upon the occurrence of any event specified in this contract.

Found on the SOFO website: sofo.northwestern.edu
Contract (Individual) — W-9 Form

- **W-9 Form**: Collects taxpayer information so that a payee’s income may be recorded by SOFO (any income received from student groups is subject to tax and must be reported by SOFO to the IRS).
  - These forms must be submitted for all payments to individuals (this includes awards, scholarships, and gift cards).
  - 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
University Employee Additional Pay Request Form:

This form must be submitted for payments made to individuals that are currently employed by Northwestern University (both students and professional staff) in lieu of a W-9.

These individuals will be paid through the Northwestern University payroll.

The amount recorded on this form will be subject to tax. If you have questions please contact SOFO:

sofo@northwestern.edu
A Purchase Order will be created if a vendor specifically requests one.

Requirements before purchase:
- Complete a voucher as needed and submit the quote or invoice from the vendor. If needed, a signed contract should also be submitted.
- Purchase orders may take approximately 3-5 days to process.

Requirements once merchandise is received:
- Once the merchandise is received, a receiver document (final invoice) must be submitted to SOFO. This will complete the order to pay the vendor.

For additional information on a Purchase Order, please contact the SOFO office.
All payments to be mailed by SOFO will be mailed:

- Through Campus Mail
  - Campus mail adds extra time to the mailing process. Can take up to 2 weeks to get to vendor.

- With check ONLY - (Unless otherwise specified)
  - If the group needs additional documents mailed with 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 Transfer
- External Transfer

Required Documentation:

- Voucher
- Same documentation needed for a payment of a reimbursement depending on what the transfer is being used for. (External Only)
Transfers – Line Item

- Line Item Transfers are funds transferred within the same account (for accounts with multiple line items).
- 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-XX)
  - “Pay to the Order of”: line that funds are going into (20XX-XXX-YY)
  - 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)
Transfers – External

- Funds transferred out of one group’s account into another group’s account for the purpose of a payment or a 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
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:**

1. Submit Voucher to SOFO
2. Pick Up Check Advance from SOFO
3. Make Expenditures
4. Reconcile Check Advance Receipts at SOFO

**Compare Reimbursement Timeline:**

1. Make Expenditures
2. Submit Voucher and Receipts to SOFO
3. Pick Up Reimbursement Check from SOFO
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 cont.

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

**Reimbursements**
- General Reimbursements
- Online Purchase Reimbursements
- Petty Cash Reimbursements ($30 or less)

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

**Transfers**
- Internal 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
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.
- When depositing checks, it is a good idea to include the check information on the deposit slip.
  - Deposit slips are provided by the Cashier’s Office.
- Please make all checks payable to Northwestern University, with your group name in the check memo
- Record all deposits the group’s ledger.
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.
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

**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 faxed 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](http://www.northwestern.edu/fm/services/motor-pool/index.html)
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.

Motor Pool – SOFO Form
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.
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**