

## Transaction & Account Action Checklist

This form outlines the documents officers need to provide to SOFO when completing transactions and account actions. **Use one checklist for each transaction/account action that you are preparing.**

All forms can be found on the SOFO website: [www.northwestern.edu/norris/services/sofo/](http://www.northwestern.edu/norris/services/sofo/)

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## Transactions

There are 4 main types of transactions:

**Reimbursement:** Withdrawal from an organization’s account to repay an individual for personal funds spent to facilitate a group activity.

**Payment:** Withdrawal from an organization’s account to pay a vendor directly.

**Transfer:** Movement of funds from one account to another.

**Check Advance:** Withdrawal from a group’s account, as an “advance” of funds to buy goods.

### Reimbursement

<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>○ ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p>
<p><b>Original Receipts, which display the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vendor Name and Contact Information</li> <li><input type="checkbox"/> Itemization (what was purchased)*</li> <li><input type="checkbox"/> Method of Payment</li> <li><input type="checkbox"/> Proof of Payment</li> <li><input type="checkbox"/> Date of Purchase</li> <li><input type="checkbox"/> Advisor Signature             <ul style="list-style-type: none"> <li>○ Advisors must sign ON the receipt (i.e. not next to it); if receipts have been cut or span across multiple pages, advisors must sign EVERY piece or page</li> </ul> </li> </ul>	<p><b>*Tax:</b> the University is tax-exempt and is not able to reimburse for IL sales tax. Officers can receive a single-use tax-exempt letter at SOFO. <b>*Tip:</b> SOFO can only reimburse tip amounts that are less than or equal to 20% of the receipt subtotal.</p>
<p><b>Blank Sheet of Paper</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All receipts should be taped to a blank 8.5”x11” sheet of paper (except in cases where receipts are already 8.5”x11”). These should be stapled to the voucher.</li> </ul>	<p>This practice helps SOFO file your documents after printing your checks.</p>
<p><b>Adding Machine Tape</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using the adding machine at the SOFO work table, calculate the total of all receipts (not including IL sales tax)</li> </ul>	<p>Only needed when you are submitting multiple receipts with one voucher.</p>

### Petty Cash – Reimbursement of \$30 or less

<p><b>All requirements listed above in “Reimbursement”</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> See above (Voucher, Receipts, Adding Tape, etc.)</li> </ul>	<p>If you have multiple receipts for one person, you should combine them into one voucher rather than submitting several Petty Cash reimbursements (see “Adding Machine Tape” above)</p>
<p><b>Petty Cash Pay-Out Form</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Available on the SOFO website (<a href="http://sofo.northwestern.edu">sofo.northwestern.edu</a>) or at the SOFO Window</li> </ul>	

## Reimbursement – Online/Digital Purchases

### All requirements listed above under “Reimbursement”

- See above (Voucher, Receipts, Adding Tape, etc.)
- Keep in mind that online receipts often look different than those you would receive with an in-person purchase, and they sometimes spread out all the necessary information across multiple forms or emails. We advise that you submit all forms or communications related to the purchase, such as the **receipt** housed in your online account, the **confirmation page** that follows your purchase, an **emailed order confirmation**, and an **emailed shipping confirmation** (as many of these as are applicable)

#### Online Examples:

**Amazon:** From “Your Orders,” click on “Order Details,” then “View or Print Invoice” (make sure it says that items have shipped)  
**Uber/Lyft:** Submit the email you receive after completing the ride

**No Illinois state sales tax:** any items shipped to Illinois may be susceptible to tax, which SOFO will not reimburse for. To avoid paying sales tax on online orders, you can use the **SOFO procurement card** (see the “Payments” section below)

## Payment – Invoice (for non-contractual purchase of goods)

### Voucher

- Filled out completely
  - Invoice number should be included in the “expense for” line
- Signed by Treasurer
- Signed by President
- [Signed by ASG Representative]
  - ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.

For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.

### Invoice, which displays the following:

- Vendor Name and Contact Information
- Itemization (what will be purchased)\*
  - Invoice **cannot** say “estimate” or “quote,” as this implies the amount owed may change
- Advisor Signature

**\*Tax:** Invoice must not include IL sales tax. Officers can receive a single-use tax-exempt letter at SOFO.

### You will also need to provide ONE of the following:

#### Recipient’s W-9 Form (if recipient is a company or is NOT an NU Employee)

- Name on W-9 Form must match name on voucher exactly
- Must be signed pen-to-paper by the recipient (no typed signatures)
- Must be dated within the calendar year

This is a federal form that can be found on the IRS website:  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

#### Recipient’s Employee ID (if recipient IS an NU Employee, including faculty, staff, and students with campus jobs)

- Include on the voucher next to the box for “Payment (NU Employee)”

The employee ID is the number on the front of your Wildcard  
  
 These payments will be completed through NU payroll

### Payment – Purchase Order

**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.

### Payment – Donation

**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.

### Payment – Procurement Card (for non-contractual purchase of goods)

<p><b>The SOFO Procurement Card</b> is an NU credit card with which SOFO can make purchases on behalf of your organization from <b>online vendors</b>.</p>	<p>See also “<b>NU Preferred Vendors</b>” below</p>
<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>○ ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p> <p>As with an invoice payment, the “Pay to the order of” line should be made out to the vendor</p>
<p><b>List of items to be purchased, including:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vendor Name</li> <li><input type="checkbox"/> Itemization (what will be purchased)*             <ul style="list-style-type: none"> <li>○ With <b>Amazon</b>, you should create and print a <b>Wish List</b>; with most other vendors, you can simply print out an itemized <b>Shopping Cart</b></li> </ul> </li> <li><input type="checkbox"/> Advisor Signature (if multiple pages, on every page)</li> </ul>	<p><b>*Tax:</b> SOFO has a tax-exempt <b>Amazon</b> account. With <b>all other vendors</b>, you must establish tax exemption with the vendor <i>before</i> submitting your payment request to SOFO.</p>
<p><b>Email to SOFO, including:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Group name and voucher number</li> <li><input type="checkbox"/> Link to Shopping Cart/Product Page or Wish List (Amazon)</li> <li><input type="checkbox"/> Shipping address</li> </ul>	<p>Items can be shipped to SOFO for pickup if desired.</p>

**[The Procurement Card** can also be used to make payments for contracted events, if requested by the vendor. Should you wish to make such a payment, please contact the **SOFO Manager**]

**Payment – NU Preferred Vendor (for non-contractual purchase of goods)**

<p><b>Preferred Vendors:</b> 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 <b>SOFO Manager</b> to schedule a meeting. At the time of the meeting, you will need to submit the following:</p>	<p>To see the list of NU Preferred Vendors, visit Northwestern’s website (you will need to log in with your NetID and password): <a href="https://tinyurl.com/NUPrefVend">https://tinyurl.com/NUPrefVend</a></p>
<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>o ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p> <p>As with an invoice payment, the “Pay to the order of” line should be made out to the vendor</p>
<p><b>List of items to be purchased, including:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vendor Name</li> <li><input type="checkbox"/> Itemization (what will be purchased)             <ul style="list-style-type: none"> <li>o Please come prepared with the <b>Item Numbers</b> of each item to be purchased</li> </ul> </li> <li><input type="checkbox"/> Advisor Signature (if multiple pages, on every page)</li> <li><input type="checkbox"/> On-Campus Shipping Address*</li> </ul>	<p>*Preferred Vendor purchases can be shipped <b>only</b> to NU departmental addresses (not residences). If desired, items can be shipped to SOFO for pickup.</p>

**Payment – Travel (flights and hotels)**

<p><b>Travel accommodations</b> can be booked directly through NU’s travel portal. To make a travel booking, please set up a meeting with the <b>SOFO Manager</b>. During this meeting, you will need the following:</p>	<p>We strongly encourage you to book travel this way, rather than having your members or guests pay for travel out of pocket.</p>
<p><b>Traveler(s) Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full name, gender, and date of birth (month/day/year) <i>as it appears on their government-issued ID</i></li> <li><input type="checkbox"/> Phone number</li> </ul>	
<p><b>Preferred dates and times of travel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please research flights and/or hotels in advance to get a sense of your group’s travel budget</li> </ul>	
<p><b>Voucher (submitted AFTER meeting with the SOFO Manager)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> Signed by Advisor</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>o ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p> <p>Notice that this transaction requires the advisor signature <b>on the voucher</b>.</p>

**Payment – Contract (service, performance, rental)**

**Contracts** are required whenever terms and conditions exist, such as in payments for services (e.g. speaker, performer, photographer) or rentals (e.g. lighting/sound equipment, buses, VRBOs).

**\*\*\*Students should NEVER sign on contracts or pay for contracts out of pocket!\*\*\***

**Voucher**

- Filled out completely
- Signed by Treasurer
- Signed by President
- Signed by Advisor
- [Signed by ASG Representative]
  - o ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.

For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.

Notice that this transaction requires the advisor signature **on the voucher.**

**Invoice (if provided by the vendor; if no invoice is provided, proceed to next section):**

- Vendor Name and Contact Information
- Itemization (what will be purchased)\*
  - o Invoice **cannot** say “estimate” or “quote,” as this implies the amount owed may change
- Advisor Signature

**\*Tax:** Invoice must not include IL sales tax. Officers can receive a single-use tax-exempt letter at SOFO.

**Contract**

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

**\*Please contact SOFO to find out your organization’s designated **University Official Contract Authority** (this is not your advisor!)**

**You will also need to provide ONE of the following:**

**Recipient’s W-9 Form (if recipient is a company or is NOT an NU Employee)**

- Name on W-9 Form must match name on voucher exactly
- Must be signed pen-to-paper by the recipient (no typed signatures)
- Must be dated within the calendar year

This is a federal form that can be found on the IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Recipient’s Employee ID (if recipient IS an NU Employee, including faculty, staff, and students with campus jobs)**

- Include on the voucher next to the box for “Payment (NU Employee)”

The employee ID is the number on the front of your Wildcard

These payments will be completed through NU payroll

**Payment – Scholarship/Gift/Award (non-contractual)**

<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> Signed by Advisor</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>○ ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p> <p>Notice that this transaction requires the advisor signature <b>on the voucher</b>.</p>
<p><b>Memorandum, which demonstrates the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recipient’s full name, the amount being awarded, and a brief description of the scholarship/gift/award purpose</li> <li><input type="checkbox"/> Treasurer Signature</li> <li><input type="checkbox"/> President Signature</li> <li><input type="checkbox"/> Advisor Signature</li> </ul>	<p>Note that for this transaction, President, Treasurer, &amp; Advisor must all sign both the <b>voucher</b> and the <b>memo</b></p>
<p><b>You will also need to provide ONE of the following:</b></p>	
<p><b>Recipient’s W-9 Form (if recipient is NOT an NU Employee)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name on W-9 Form must match name on voucher exactly</li> <li><input type="checkbox"/> Must be signed pen-to-paper by the recipient (no typed signatures)</li> <li><input type="checkbox"/> Must be dated within the calendar year</li> </ul>	<p>This is a federal form that can be found on the IRS website: <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a></p>
<p><b>Recipient’s Employee ID (if recipient IS an NU Employee, including faculty, staff, and students with campus jobs)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include on the voucher next to the box for “Payment (NU Employee)”</li> </ul>	<p>The employee ID is the number on the front of your Wildcard</p> <p>These payments will be completed through NU payroll</p>

**Transfer – Internal/Line (within your organization)**

<p><b>Internal Transfers</b> are between line items of your organization’s account (e.g. -00 to -50)</p>	
<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> Signed by Advisor</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>○ ONLY for ASG-sponsored groups transferring funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p> <p>Notice that this transaction requires <b>only</b> a voucher.</p>

**Transfer – External (to another organization), including Rush Fees**

**External Transfers** are from your organization’s account to another organization’s account, or to a Northwestern department. You should treat these as a **Payment** or **Reimbursement**, as you are essentially paying or reimbursing the other organization.

<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Filled out completely</li> <li><input type="checkbox"/> Signed by Treasurer</li> <li><input type="checkbox"/> Signed by President</li> <li><input type="checkbox"/> Signed by Advisor</li> <li><input type="checkbox"/> [Signed by ASG Representative]             <ul style="list-style-type: none"> <li>o ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.</li> </ul> </li> </ul>	<p>For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.</p>
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**Payment transfers require ONE of the following:**

<p><b>EITHER a Memorandum, demonstrating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The name of the receiving organization, the amount of the transfer, and a brief description of the payment purpose             <ul style="list-style-type: none"> <li>o For transfers to NU departments, please also provide the department chartstring (contact the department for this)</li> </ul> </li> <li><input type="checkbox"/> Treasurer Signature</li> <li><input type="checkbox"/> President Signature</li> <li><input type="checkbox"/> Advisor Signature</li> </ul> <p><b>OR an Invoice from the receiving organization, demonstrating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of receiving organization</li> <li><input type="checkbox"/> Reason for payment</li> <li><input type="checkbox"/> Amount to be payed</li> <li><input type="checkbox"/> Advisor Signature</li> </ul>	<p>Note that for the memorandum transfer, the President, Treasurer, &amp; Advisor must all sign both the <b>voucher</b> and the <b>memo</b></p>
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**Reimbursement transfers require the following:**

<p><b>Receipts, which display:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vendor Name and Contact Information</li> <li><input type="checkbox"/> Itemization (what was purchased)</li> <li><input type="checkbox"/> Method of Payment</li> <li><input type="checkbox"/> Proof of Payment</li> <li><input type="checkbox"/> Date of Purchase</li> <li><input type="checkbox"/> Advisor Signature             <ul style="list-style-type: none"> <li>o Advisors must sign ON the receipt (i.e. not next to it); if receipts have been cut or span across multiple pages, advisors must sign EVERY piece or page</li> </ul> </li> </ul>	<p>A reimbursement transfer would be appropriate if another organization had made a purchase on behalf of both your and their group (e.g. for a joint event). Original receipts are not required in this case (i.e. they may be photocopies).</p>
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**Rush Fees** are considered external transfers but require ONLY a voucher:

<p><b>Voucher</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Payee: SOFO</li> <li><input type="checkbox"/> Expense for: Rush V#(voucher number of rushed transaction)</li> <li><input type="checkbox"/> Signed by President, Treasurer, and Advisor (+ASG rep if applicable)</li> </ul>	<p><b>Same Day Rush:</b> \$20 (must be submitted <i>before 1PM</i>)</p> <p><b>Next Day Rush:</b> \$15</p>
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## Check Advance

### Check Advance Restrictions:

- Check advances may be obtained for amounts ranging from \$31.00 to \$500.00. Organizations may take out multiple check advances at once.
- Check advances can only be made payable to an organization’s **treasurer** or **president**.
- Check advances may **not** be used to pay Illinois sales tax.
- Check advance requests will be refused if they would put the organization’s account in deficit.
- Check advances **cannot** be used to reimburse on past purchases (a **reimbursement** transaction should be initiated by voucher instead).

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.

### Documentation Required to REQUEST a Check Advance (BEFORE expenditure):

#### Voucher

- Filled out completely
  - Should provide a detailed description of the planned expenditure
  - Can only be made payable to the organization’s **treasurer** or **president**
- Signed by Treasurer
- Signed by President
- Signed by Advisor
- [Signed by ASG Representative]
  - ONLY for ASG-sponsored groups using funds from lines -01, -02, -22, or -50 and above.

For more information on filling out a voucher, refer to the inside flap of the voucher book or to the SOFO website.

### Documentation Required to RECONCILE a Check Advance (AFTER expenditure):

#### Check Advance Reconciliation Form

This can be found on the SOFO website or at the SOFO window.

#### Original Receipts, which display the following:

- Vendor Name and Contact Information
- Itemization (what was purchased)\*
- Method of Payment
- Proof of Payment
- Date of Purchase (must be **after** the date of the check advance)
- Advisor Signature
  - Advisors must sign ON the receipt (i.e. not next to it); if receipts have been cut or span across multiple pages, advisors must sign EVERY piece or page

**\*Tax:** the University is tax-exempt and is not able to reimburse for IL sales tax. Officers can receive a single-use tax-exempt letter at SOFO.  
**\*Tip:** SOFO can only reconcile tip amounts that are less than or equal to 20% of the receipt subtotal.

#### Blank Sheet of Paper

All receipts should be taped to a blank 8.5”x11” sheet of paper (except in cases where receipts are already 8.5”x11”). These should be stapled to the Check Advance Reconciliation Form.

This practice helps SOFO file your documents after reconciling your check advance.

**Check Advance Checklist  
Continues on Next Page**

<p><b>Adding Machine Tape</b> Using the adding machine at the SOFO work table, calculate the total of all receipts (not including IL sales tax)</p>	<p>Only needed when you are submitting multiple receipts with one reconciliation.</p>
<p><b>If you spent LESS than the amount of the Check Advance, also submit the following:</b></p>	
<p><b>Deposit Slip</b> <input type="checkbox"/> Deposit the unused funds at the Cashier’s Office and include the deposit slip with your reconciliation</p>	<p>The Cashier’s Office is next to SOFO.</p>
<p><b>If you spent MORE than the amount of the Check Advance, also submit the following:</b></p>	
<p><b>Reimbursement Voucher</b> <input type="checkbox"/> Filled out completely  <ul style="list-style-type: none"> <li><input type="radio"/> Amount should be for the overspent amount*</li> <li><input type="radio"/> Should be made out to the person who made the expenditure</li> </ul> <input type="checkbox"/> Signed by Treasurer  <input type="checkbox"/> Signed by President</p>	<p><b>*Overspent Amount:</b> the amount spent greater than the amount of the check advance (i.e. if your check advance was for \$50.00, and you spent \$83.40, the reimbursement voucher should be for \$33.40).</p>

## Account Actions

### Requesting Tax-Exempt Forms

Northwestern University is an Illinois sales tax-exempt institution. SOFO therefore will **not** reimburse for Illinois sales tax on purchases made on behalf of student organizations. To avoid paying tax, you should request tax-exempt forms from SOFO and present them to vendors when making purchases. Keep in mind:

- **Only** a group’s SOFO-authorized treasurer or president can request tax-exempt forms
- Tax-exempt forms must be requested **at the SOFO window**

**When requesting a tax-exempt form, you will need to provide:**

- Intended date of purchase
- Vendor name (where you will be making the purchase)
- Name of purchaser (any member of your organization can be listed as the purchaser on the tax-exempt form, but only the president and treasurer can request it at SOFO)

If requesting several tax-exempt forms at once, please provide a written copy of the relevant information to expedite the creation and distribution process.

### Account Reconciliation

Organizations must reconcile their accounts at the end of **every quarter**, including summer, even if no transactions were made. If an account has not been reconciled for the previous quarter, it will be **frozen**.

**To reconcile your account, you will need to bring to SOFO:**

- Completed Account Reconciliation Form\*
  - To fill out the form, you will need an **audit trail**, which you can obtain from SOFO, and your **group ledger**, which you should keep in your own records
- Group Ledger (printed or digital copy)\*\*

\*This and other forms can be found on the SOFO website: [sofo.northwestern.edu](http://sofo.northwestern.edu)

\*\*You **must** show this to the SOFO Financial Assistant when reconciling

## Officer Transition

<p><b>Outgoing Officer steps:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the account has been properly reconciled</li> <li><input type="checkbox"/> Pass on all relevant SOFO material (e.g. ledger, voucher book, outstanding transactions) to the incoming officer</li> <li><input type="checkbox"/> Sign out of the account <b>at the SOFO window</b> (name the incoming officer on the signature card)</li> </ul>	<p>Outcoming and incoming officers do not need to sign in/out at the same time, but both must complete these steps <b>at SOFO</b> for the transition to be complete (officers <b>cannot</b> sign in or out via email).</p>
<p><b>Incoming Officer steps:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a SOFO quiz and bring it to SOFO to be graded</li> <li><input type="checkbox"/> Attend a SOFO training</li> <li><input type="checkbox"/> Sign into the account <b>at the SOFO window</b> <ul style="list-style-type: none"> <li>○ The incoming officer’s name <b>MUST</b> match the name that the Outgoing Officer indicates on the form</li> </ul> </li> </ul>	<p>Officer training requirements and training dates can be found on the SOFO website: <a href="http://sofo.northwestern.edu">sofo.northwestern.edu</a></p>

## Change of Advisor

<p><b>To change the advisor on your account, SOFO requires:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Change of Advisor Form*             <ul style="list-style-type: none"> <li>○ Submitted at the SOFO window</li> </ul> </li> <li><input type="checkbox"/> An email from the previous advisor confirming the change and naming the new advisor             <ul style="list-style-type: none"> <li>○ If your previous advisor is no longer with the university or for some reason is unable to email SOFO, please reach out to your organization’s Advocate Authority** and ask them to email SOFO confirming the change</li> </ul> </li> </ul>	<p>*This and other forms can be found on the SOFO website: <a href="http://sofo.northwestern.edu">sofo.northwestern.edu</a></p> <p>**If you are unsure of your organization’s Advocate Authority, please reach out to SOFO.</p>
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## Reissuing a Check (Void Check Request)

<p>Organization officers are responsible for making sure that the designated party receives and cashes their check in a timely manner. If a check is not cashed within 90 days, the check is lost, or the check cannot be cashed for any other reason, it must be reissued.</p>	
<p><b>To reissue a check, submit the following to SOFO:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Void Check Request Form             <ul style="list-style-type: none"> <li>○ Includes information about the check. If you are unsure of any of this information, please reach out to SOFO.</li> <li>○ Must indicate why the check is being reissued.*</li> <li>○ Requires the signature of only one officer.</li> </ul> </li> <li><input type="checkbox"/> Original Check, OR:</li> <li><input type="checkbox"/> Stop Payment Fee Voucher (<b>only</b> needed if the original check cannot be returned to SOFO)             <ul style="list-style-type: none"> <li>○ This is a <b>transfer voucher</b> for <b>\$30</b> made out to SOFO. It covers the bank fee of voiding a misplaced check.</li> <li>○ Must be signed by <b>President, Treasurer, and Advisor</b></li> </ul> </li> </ul>	<p>*All voided checks must be reissued. If you wish not to reissue the check, you must submit one of the following:</p> <ul style="list-style-type: none"> <li>• Proof that the obligation has been paid by other means</li> <li>• A signed, notarized letter from the payee confirming that they no longer require payment</li> </ul>

## Motor Pool Reservations

### Motor Pool Process (Part 1)

- Make a reservation through the Motor Pool website
  - <https://www.northwestern.edu/fm/services/motor-pool/make-a-reservation.html>
- Make sure all your drivers have completed the Motor Pool defensive driving course and have been awarded certification
  - <https://www.northwestern.edu/risk/services/university-vehicle-use/defensive-driving-course.html>

**\*Please note:** Motor Pool will charge a deductible of at least \$500 per vehicle, which will only be charged in the event of an accident or damage to the vehicle. Student organizations must have enough funds to cover the cost of vehicle rental plus the potential deductible.

### SOFO Process (Part 2)

- Make sure you have sufficient funds in your account to cover the reservation (for this, you may request an audit trail from SOFO)\*
- Submit the Driver Authorization and Payment Approval Form\*\* at the SOFO window **at least 24 hours before the date on your reservation**
  - Must be signed by **President, Treasurer, and Advisor**
  - If traveling greater than 150 miles on a weekday or 300 miles on a weekend, the form must also be signed by the Executive Director of Campus Life

\*\*This and other forms can be found on the SOFO website: [sofo.northwestern.edu](https://sofo.northwestern.edu)

## Account Application & Account Renewal

**Account Applications** are required to open a SOFO account. Before submitting the application, your organization should establish a president, treasurer, advisor and Advocate Authority (if you are unsure of who your Advocate Authority should be, please reach out to SOFO).

**Account Renewals** occur only **once every four years** and must be completed by the current organization officers at the beginning of the renewal cycle. Accounts that have not been reconciled before the established deadline may be subject to closure and their funds returned to their sponsoring authority.

### Steps to complete the Account Application/Renewal Process:

- Download the Account Application/Renewal Form from SOFO's Wildcat Connection page under **Documents**
  - <https://northwestern.campuslabs.com/engage/organization/sofo>
- Complete all form fields, including:
  - Account Information (and number, if renewal)
  - President Information and Signature
  - Treasurer Information and Signature
  - Advisor Information and Signature
  - Advocate Authority Information and Signature
- Scan the completed form
- Submit it to SOFO's Wildcat Connection page under **Forms**
- You will receive a notification from SOFO when the application or renewal has been approved

This is the only process in which you submit forms digitally. With all other SOFO processes, forms and transactions must be submitted at the SOFO window.

#### Advocate Authority Examples:

- Student Organizations & Activities (Campus Life)
- Athletics & Recreation
- Fraternity & Sorority Life
- The Graduate School
- Religious & Spiritual Life
- Residential Services
- Academic Department