New SOFO Officer Quiz

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

Officer Name: ____________________________  NU Email: ____________________________

NetID: __________  Grad Year: ______  Student Group: ____________________________  Officer Position: __________

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

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

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

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

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

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

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

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

9. What are some things that will disqualify a receipt from being reimbursed? (Circle all that apply)
   a. Receipt is dated more than 85 days old
   b. All items are listed clearly on the receipt
   c. Receipt includes alcohol/tobacco/cannabis purchases
   d. The advisor’s signature is not on the receipt
   e. Vendor information is included
   f. Receipts shows proof and method of purchase
10. Where can an officer receive a stamped tax-exempt letter? (Circle all that apply)
   a. Online
   b. At the Cashier’s Office
   c. At the SOFO service counter
   d. With the vendor; they generally have them on file

11. What are the types of payments handled at SOFO?

12. What types of transactions require a contract? (Circle all that apply)
   a. Payment for services (including leasing of rights) 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

13. On which of these transactions could an invoice be used without a contract? (Circle all that apply)
   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

14. Who is authorized to sign on a contract on behalf of the student group? (Circle all that apply)
   a. Group Officers
   b. Group Advisor
   c. SOFO Administrators
   d. University Official assigned Contract Authority responsibilities

15. An internal transfer is used to: (Circle all that apply)
   a. Make a payment to another student group
   b. Move funds from one line item in the account to another line item
   c. Pay Underground Printing for a shirt order
   d. Purchase fliers at Quartet Copies
   e. Clear a deficit within the account
16. An external transfer is used to: (Circle all that apply)
   a. Make a payment to another student group
   b. Move funds from one line in the account to another
   c. Pay Underground Printing for a shirt order
   d. Clear a deficit within the account
   e. Transfer funds to/from a University department

17. A chart string may be used to: (Circle all that apply)
   a. Bind SOFO documents
   b. Make payments to contracted individuals
   c. Purchase fliers from Quartet
   d. Charge purchases at the Northwestern Bookstore, ARTica, NorrisOutdoors, and NU Dining
   e. Receive funding support from a University department

18. What do the last two digits of your 9-digit account number represent? (Circle all that apply)
   a. Date of the transaction
   b. Line-item or subaccount denoting purpose or source of funding
   c. Absolutely nothing; accounts are only 7-digits long
   d. Type of transaction
   e. None of the above

19. What line-item will a SOFO account always have? (Circle all that apply)
   a. -97 Friends and Family Financial Support
   b. -39 Departmental Funds
   c. -00 General Funds
   d. All of the above
   e. None of the above

20. Which SOFO employee is able to book flights for student groups using their NU Financial chart string? (hint: this is in the People, Places, and Resources presentation. Circle all that apply)
   a. SOFO Financial Assistants
   b. SOFO Student Supervisors
   c. SOFO Manager
   d. Cash Operations Manager

21. Who are the only individuals who can be named as payees on check advances? Within what period from the check date must a check advance be reconciled? What are the limits on the value of a check advance?
22. A check advance... (Circle all that apply)
   a. Can be used to reimburse on past purchases
   b. Can be used to make a payment on a contract
   c. Does not require the advisor’s signature
   d. Can be used to make multiple purchases

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

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

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

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

26. Himesh and Yimou are working on an event for their student organization. Himesh uses his dad’s Amazon account to purchase items that are shipped to Yimou. Who must be listed on the reimbursement request as the payee?
   a. Himesh
   b. Yimou
   c. Treasurer of the group
   d. Himesh’s dad
True or False: If a statement is true, mark it T. If a statement is false, mark it F and correct it to make it true.

27. Additional rush vouchers are not required if a group wishes to have their check expedited.

28. Payees or vendors cannot pick up their checks from the SOFO service counter because SOFO staff can only work with registered officers and advisors.

29. Student organizations do not need to be concerned about deductibles (up to $500.00+ per vehicle) when renting vehicles from Enterprise.

30. Only certified drivers are authorized to drive student group rented vehicles or vehicles used for group-related activities.

31. Deposits are made at SOFO.

32. Checks for deposit to SOFO accounts must be made payable to “Northwestern University.”

33. SOFO does reimburse for Illinois state sales tax.

34. Officers transition out of their accounts by sending SOFO an email naming their successor.

35. Terms “SOFO Account Reconciliation” and “Debit Card Reconciliation” can be used interchangeably.

36. Groups have 85 days to reimburse individuals who used their personal funds on behalf of the group.

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

<table>
<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
</table>

For Office Use Only

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

Attendant Initials ________ Date: ________  Supervisor Initials ________ Date: ________