Student Organization Financial Services (SOFS)

The SOFS offices provide financial services for University of Nebraska-Lincoln

Recognized Student Organizations

City Campus Office

200 Nebraska Union (0455)
402-472-5667
Fax: 402-472-5339
Sofs2@unl.edu

East Campus Office

314 Nebraska East Union (0923)
402-472-9630
Fax: 402-472-7048

Business Hours Monday through Friday 8:00 a.m. to 5:00 p.m.
The RSO Financial Guidelines are available online.

These guidelines and procedures can be utilized to answer most of your questions.

Please visit the SOFS web site for additional information. www.sofs.unl.edu
Utilizing Your SOFS Account

- Your SOFS account number is a four digit number that is assigned to your RSO.
- Your Annual Review Form works in a manner similar to a bank signature card and must be kept up to date to access funds in your SOFS Account.
- The Treasurer is responsible to account for all funds of the organization and fiscal records related to the organization’s activities.
- Forms are available on the SOFS Website or in the SOFS Office.
Payment Request Vouchers

- This form is to be completed for every transaction request.
- Types of transactions include:
  - Reimbursement
  - Payment
  - Transfers
- Do not pay for any services out of pocket.
- Obtain proper documentation.
- Obtain proper signatures.

Remember you cannot authorize reimbursement to yourself!!
Proper Documentation

Itemized Receipts & Invoices.

We do not accept a credit card receipt.

A credit card receipt on its own is never sufficient.
Invoice

- Invoices must be itemized.
- This invoice details what was purchased and indicates the amount to be paid.
- The invoice includes vendor information including stating separately sales tax was collected.
Gift Card Guidelines and Instructions

The following are general guidelines and instructions for Recognized Student Organizations (RSO’s) using their SOFS account to purchase gift cards.

When presenting a payment request voucher for the purchase/reimbursement of gift cards, the following must be provided to the SOFS Office:

- Detailed receipt for the purchase of the gift cards
- Flyer or other documentation outlining the event when the gift card is being distributed including the event date
- For gift cards $50 or more, the RSO is required to provide the recipient with a Form W-9. The Form W-9 must be completed when the gift card is received and returned to the SOFS Office within 48 hours
- A complete gift card recipient's list regardless of the amount of the gift card (see form on SOFS website)

<table>
<thead>
<tr>
<th>Approved Use of Gift Cards</th>
<th>Unapproved Use of Gift Cards</th>
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<tbody>
<tr>
<td>To be given out to event participants at public (open to all UNL students) events sponsored by the RSO as a part of a drawing, door prize, or raffle</td>
<td>Gift cards may not be used to purchase items for an RSO event (this would circumvent the SOFS expenditure authorization system)</td>
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Payments

- Payments are used to pay a vendor directly from your SOFS account for goods or services.

- Examples of proper documentation includes:
  - Original invoice from a vendor or detailed receipt.
  - Original registration/dues form.
  - Contract approved by the University including appropriate Tax forms (Form W-9 and if out of state Form W-4NA).
Contracts

- Contracts must be coordinated with Student Involvement.
- Allow \textit{TIME} for the process.
- Services that require contracts include:
  - Performances
  - DJ Services
  - Speakers
  - Carnivals
  - Workshops
  - Laser Tag
  - Coaching
  - Live Animal Display
  - Refereeing
  - Facility Rental
*** Students do not have the authority to sign a University contract***

Your organization must start this process with Student Involvement.

See our website for links to Student Involvement and Contracts.

SOFS CANNOT REIMBURSE SOMEONE WHO PAYS CONTRACTURAL SERVICES OUT OF POCKET!
Deposits

- A properly filled out deposit form must accompany the deposit.
- Deposits may be made by any member within the group.
- If you are depositing monies from an event or fundraiser it is advisable to do this within 24 hours.
- When depositing a check, your endorsement is your four digit SOFS number.
- All monies will be recounted by SOFS staff and a receipt for the organization records given that should be kept by the treasurer.
Drop Box

City Union—Welcome Desk

East Union—Union Crossing

New Feature

- A drop box is available at the Welcome Desk near the North Entrance of the City Union.
  - Fill out the appropriate forms-deposit slip or payment request voucher.
    - Utilize the lock bag and drop into drop box.
  - At the next business day you will receive a confirmation e-mail.
Picking Up Checks

- Upon receiving appropriate documentation with payment request vouchers, the corresponding check is made available generally the next business day.
  - The Check may be signed for by the payee or by the organization officers.
- Checks may also be mailed by the SOFS Office (this information is noted on the payment request voucher).
FROZEN ACCOUNT POSSIBLE CAUSES

- Annual Review Form has not been updated.
  - Officers have not completed orientation through Student Involvement.
    - The account is in deficit.
  - Account Balance Confirmation has not been completed.
Vehicle Rental/Field Trip Insurance/Driver Authorization

- If your RSO is going on a trip, start with Student Involvement and complete an EPR form.

- Student Involvement will communicate information regarding:
  - Vehicle rental.
  - Driver authorization.
  - Field trip insurance.

- If your RSO is taking their own vehicles or flying to a destination, you will still need to complete a field trip insurance form.

- Driver authorization can be applied for online at the City Union SOFS Office or East Union Student Involvement.
University Services

For Recognized Student Organizations many of the University’s services become available through the organization’s SOFS account. These include:

- Audio-visual library and services.
- Data processing and computer center.
- Mail and Distribution Services.
- Photography Services.
- Printing Services.
- Telecommunications.
- NU Police.

These services can be billed directly to your RSO’s SOFS Account. See the SOFS Website or call the SOFS Office for more details.
Please contact the SOFS Office or consult the
SOFS website.
www.sofs.unl.edu
402-472-5667