Name of Go Card Applicant:
First, Middle, Last (Please Print)

E-mail Address:

Telephone Number:

Recognized Student Organization:  SOFS Number:
Cardholder NU ID#:

SOFs Prepaid Go Card Process

The University of Nebraska Student Organization Financial Services Office (SOFs) in coordination with Union Bank will issue the SOFS Prepaid Go Card. The SOFS Prepaid Go Card Application and Agreement form must be completed and returned to the SOFS office with proper authorization before the Go Card will be ordered. Once your card is received and programmed by SOFS, the cardholder and the Recognized Student Organization (RSO) will be notified. The cardholder will be required to sign the back of the SOFS Prepaid Go Card at the time he/she picks up the card.

The application process for the SOFS Prepaid Go Card takes 7 to 10 days before the permanent card can be issued.

The Go Card transaction amount must be supported by preapproved budget planning documents to the extent the RSO has funds available in their SOFS account.

The SOFS Prepaid Go Card Transfer Request Voucher must be filled out for transfer of funds to the cardholder’s Go Card.

Detailed receipts/invoices must be provided to the SOFS Office within 10 calendar days after each transaction in which the card was utilized. If detailed receipts/invoices are not provided within the 10 day time period, the Go Card may be revoked for the remainder of the semester or at the discretion of the SOFS Office.

It is the responsibility of the cardholder to resolve any discrepancies with the go card or its transactions. If there are charges the cardholder wishes to dispute, it is the responsibility of the cardholder to first contact the merchant to seek a resolution. The SOFS Office will not take responsibility for disputed transactions.

Cardholder Signature  Date

Treasurer/President Approval  Date

Advisor Approval  Date

SOFs Approval  Date
The Student Organization Financial Services (SOFS) Prepaid Go Card Program is designed to allow for the procurement of supplies and services for the Recognized Student Organizations by alleviating the fronting their own personal funds and asking for reimbursement. The Prepaid Go Card provides quicker turn around time and reduced paperwork processing. The Prepaid Go Card is designed to delegate the authority and capability to purchase low-dollar items directly to the end user. This program will provide increased convenience and controls for Recognized Student Organizations (RSO’s).

All transactions and fees to the SOFS Prepaid Go Card are taken directly from the RSO’s SOFS Account.

The individual cardholder of the RSO has full liability for any improper charges. Only the person that the card was issued to has the ability to utilize this card. Should a cardholder leave the university or the RSO, the RSO has the specific obligation to notify the Student Organization Financial Services (SOFS) office and return the card immediately upon notice that the cardholder is leaving the organization. The cardholder may not make personal purchases on the card and then reimburse the organization. All card charges and associated fees will be the responsibility of the cardholder’s RSO.

Should a card be lost or stolen, the cardholder and cardholder’s organization are responsible for notifying Union Bank at 1-866-613-2108 and the SOFS office at 402-472-5667.

The SOFS Prepaid Go Card is intended for the purpose of purchases only and no cash withdrawals may be made.

Purchases of gift cards must be made within the guidelines of the SOFS Gift Card Policy and may not be for the purpose of anyone’s personal benefit. Names of recipients of all gift cards must be provided the SOFS office and all students receiving a gift card of $50.00 or more must remit a W-9 tax form. (Please see the SOFS Gift Card Policy).

If transactions end up exceeding the amount transferred to the Go Card, it is recommended that the cardholder individually pay for the remaining portion and submit reimbursement per a Payment Request Voucher.

In the process of the annual Account Balance Confirmation procedure, if the RSO has a SOFS Prepaid Go Card, the RSO will be asked to confirm the balance of monies on the Go Card as part of the annual Account Balance Confirmation process.

As holder of this SOFS Prepaid Go Card, I agree to accept the responsibility for the protection and proper use of the card as enumerated in this Agreement and the purchasing policies of SOFS.

I further understand that improper or fraudulent use of the SOFS Prepaid Go Card may result in disciplinary action in accordance with the student conduct policies and/or violation of criminal laws.

NOTE: Non-adherence to any of the procedures enumerated in this Agreement and the purchasing policies of SOFS may result in revocation of your SOFS Prepaid Go Card privileges.

Questions concerning the University of Nebraska-Lincoln SOFS Prepaid Go Card Program should be directed to the SOFS Office at 402-472-5667.