

On-Campus Approval to Charge

This form is used for On-Campus Vendors, with the exception of Box Office and Rosenthal Meat, and utilizes the organization's cash account. The form is available on the SOFC web site at, <http://sofc.tamu.edu>. This document serves as a purchase order for the vendors on campus and allows the organization to charge their purchase. When the service is completed, the vendor sends the invoice directly to the SOFC for payment. Notification of payment will be put in the organization's mail slot in the SOFC lobby.

Should the invoice exceed the original On-Campus Approval to Charge form, the SOFC will notify the advisor by email up to two times. If no reply is received, the SOFC will call up to two times. If still no response, the Business Coordinator will approve payment for the full amount of the invoice.

Procedures for On-Campus Approval to Charge Forms

The account number, sub account number, and date, in addition to the shaded areas of the form, are required fields.

- Student Organization Name
- On-Campus Vendor – Example: Graphic Services, the Battalion, Food Services, Recreational Sports, Transportation Services, etc.
- Vendor Contact person – Vendor representative that quoted estimated charges.
- Vendor phone number – Vendor contact person's phone number.
- Estimated Cost of Purchase – Quoted estimated charges. If the invoice is significantly more than the quote, the SOFC will require permission from the advisor to pay the amount billed.
- Event Date – If the event is cancelled, please notify the SOFC so that the Approval to Charge can be voided and the funds will be released back to the organization's account.
- Item/Purpose of Purchase – Example: food for banquet, copies for mail out, buses, parking, ads, etc.
- Signatures
- An approved Student Leader on the organization's signature card. When a Student Leader is not available, an authorized staff member of Student Activities (125 Koldus) may substitute.
- The primary or secondary Advisor listed on the organization's signature card. When the primary or secondary advisor is unavailable, an authorized staff member of Student Activities (125 Koldus) may substitute.

When the Request is \$2,500.00 or more, a third signature is needed. This signature must be acquired from an authorized staff member of Student Activities (125 Koldus). Submit the Approval to Charge to the SOFC and the additional signature will be acquired for you. Allow an extra day for processing.

The SOFC will verify the account balance and signatures before encumbering the funds and assigning an E#. This number is required.

Once the SOFC section of the form is complete, the organization may take it to the On-Campus vendor.

SOFC Student Organization Travel Purchase Card

Step-by-step process:

1. Student organization member and advisor plan event and travel.
2. Student organization member and advisor contact vendor and secure reservations. In order to finalize the reservation, the hotel may require personal credit card information. Once an SOFC Approval to Charge – Travel form is submitted and processed by the SOFC, the payment information on the hotel account will be changed to the SOFC Travel Purchase Card.

3. Once reservations are complete, student organization member on signature card and advisor complete SOFC Approval to Charge - Travel form. This should include the travel dates and hotel confirmation numbers.
4. Organization member submits ACT to the SOFC staff.
5. SOFC staff verifies signatures to signature card and organization status to Student Activities database.
6. SOFC staff verifies that the student organization SOFC account has financial resources to pay for travel costs.
7. SOFC staff with FAMIS creator access encumbers amount listed on the form and assigns an E#. Note: Additional processing fees such as agent fees, taxes, etc. will automatically be charged to the organization's account. Incidental items may not be charged to the SOFC travel card. Charges allowed are: room, tax, and parking.
8. SOFC staff gives ACT to Business Coordinator I or Business Administrator I, aka SOFC travel staff.
9. SOFC travel staff contact travel vendor and confirm reservations. SOFC travel staff maintains a log that includes: date, vendor name, vendor telephone number, organization name, organization SOFC account number, SOFC E#, vendor confirmation number and amount charged.
10. SOFC travel staff gives vendor the travel credit card information by completing a Credit Card Authorization Form. If the reservation is initially secured with a personal credit card, this process will change the paying card to be the SOFC travel card.
11. A copy of the Credit Card Authorization Form given to the organization's representative.
Note: For security purposes, the organization's copy will only contain the last 4 digits of the SOFC travel card.

This process may also be used for airfare, however reservations must be completed in the presence of the SOFC travel staff so that payment information is given at the time the reservation is made.