

# SOFC On-Campus Approval to Charge

Student Organization Name:				SOFC Use Only																													
				E-Doc #																													
Account Number	Sub-Account	Date (mmddyyyy)		Voucher #																													
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## Instructions

**Step 1:** Student Organization will turn in the completed, signed form to the SOFC based on the vendor's estimate.

**Step 3:** The Student Organization will keep a copy of this form and provide one to the vendor prior to purchase.

**Step 2:** The SOFC will put a hold on the estimated funds amount. *(If the event or purchase is cancelled, please notify the SOFC).*

**Step 4:** After the purchase / service the vendor will email invoice to [sofc@stuct.tamu.edu](mailto:sofc@stuct.tamu.edu) or send to SOFC Mail Stop 1236.

## Vendor Information

On-Campus Vendor Name:			Estimate Amount \$	
Vendor Contact Name:	Phone Number:	Email Address:		

## Purchase Information

Description of Purchase:	Event Name:	Event Date:
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Statement of purpose and benefit to the organization:

*I certify that this money is to be used as outlined and **NO ALCOHOLIC BEVERAGES** are included in this purchase.*

## To be completed by the SOFC

Student Organization Leader Signature	
Phone:	Date:
Faculty / Staff Advisor Signature	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

Date Encumbered:	
SOFC Account Balance:	
SOFC Cardholder Name:	
Date Completed:	
Object Code:	
Actual Charge:	
Re-Allocation Date:	
FAMIS Post Date:	
FAMIS Ref#:	
E# Release Date:	

**Privacy Policy** "State law requires that you be informed of the following (1) you are entitled to request to be informed about the information about yourself collected by the use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."

SOFC Notes: