



Student Organization
Finance Center
DEPARTMENT OF STUDENT ACTIVITIES

Instructional Guide



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Section 1: General Information



Student Organization
Finance Center
DEPARTMENT OF STUDENT ACTIVITIES



About Us

Since 1950, the Student Organization Finance Center (SOFC) has provided banking and financial services in support of the activities and programs of recognized student organizations at Texas A&M University. Services of the Student Organization Finance Center are supported by student service fees and 1.50% interest earned on SOFC account balances.

The SOFC currently manages finances for all organizations recognized by the Department of Student Activities Student Organization Leadership and Development Office (SOLAD). These Recognized Student Organizations (RSOs) include those at the flagship campus in Bryan/College Station, Health Science Center (HSC) campuses across the state of Texas, as well as the Texas A&M University School of Law, Texas A&M University School of Dentistry, along with the Higher Education Center at McAllen.

For information related to expectation, policies and guidelines pertaining to student organization recognition and activities, visit the Student Organization Manual.

Texas A&M University Student Rule 41.1.3

Deposit and withdraw all funds of the organization in the Student Organization Finance Center and/or with a University fiscal account unless an on-campus banking exemption has been submitted and approved by the Department of Student Activities.

Please contact the SOFC with any comments/suggestions/feedback on what we are doing well or how we can improve operations.

Visit Us:

235 John J Koldus Student Services Building
1236 TAMU (2nd Floor West Wing)
College Station, TX 77843-1236

Contact Us:

Email: SOFC@stuact.tamu.edu or for eCommerce issues SOFCEcommerce@stuact.tamu.edu
Phone: (979) 845-1114
Fax: (979) 862-8166

Business Hours:

MTWF 8:00 A.M.— 4:30 P.M.

Th 10:30 A.M.— 4:30 P.M.

Deposits made after 3:00 P.M. will be processed the next business day.

Cash Advances are not available between 1:00 and 2:00 P.M. each day.



Policies

General Policies of the SOFC:

- Payment requests are processed in the order they are received.
- Account numbers are used in every transaction within the SOFC.
- A photo ID is needed to pick up checks, cash, packages, and to check out loaned equipment.
- Payment requests require **two** signatures: an Advisor & Student Leader authorized on the current Signature Card. Cash Advances require a third designee as Funds Custodian.
- Peer-to-Peer Payment Services such as Venmo, Cash App, Zelle, etc. are **NOT** permitted for collecting RSO funds.
- Raffles are not permitted as a form of fundraising by Texas A&M recognized student organizations.
- Any expenses related to travel greater than 25 miles from the campus you are currently enrolled in will require a completed travel form prior to payment of the expense (Student Travel University Rule 13.04.99.M1). International travel expenses will require filed travel plan with Education Abroad.
- All organization funds must be deposited into your SOFC account within **two** business days of receipt.
- Certain giveaways are considered taxable income that we are required to report.

Texas A&M University/State of Texas Fiscal Policies:

- System members must maintain a full and true accounting of all funds collected, including identification of the sources of such funds. Accountability for such collections must be maintained from the origin until final deposit in an approved depository bank.
- The recipient of any payment must be identified with UIN if a TAMU student or employee. If not a student or employee, a Tax ID/ Social Security Number of the recipient will be required on the Substitute W-9 for set up in the payment system.
- Organizations are expected to use ledgers for tracking income and expenses as well as reconcile with statements. Monthly reconciliation is strongly recommended.
- RSOs do not fall under the Texas A&M University state sales tax exemption.
- Any tax deductible donations should be made payable to and delivered to The Texas A&M Foundation in order for the donor to receive a gift receipt.
- Texas A&M University Student Rule Appendix VIII states: *No alcoholic beverage may be purchased through a recognized student organization's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the recognized student organization.*

Cash Handling

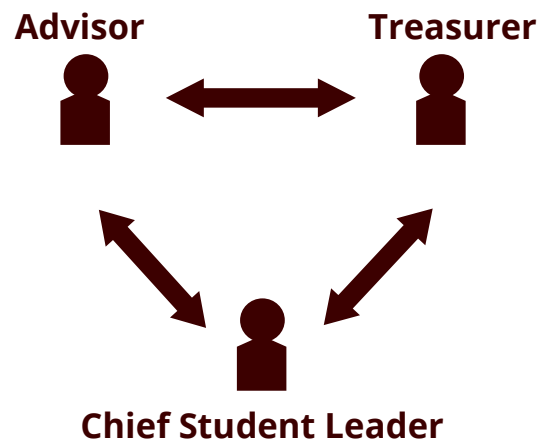
The SOFC recommends each organization maintain written cash handling procedures that are followed and reviewed to insure organization funds are managed appropriately from receipt to deposit. These may also be applied to checks and credit card sales slips.

Below are tips to develop your organization cash handling procedures.

Segregation of Duties:

- Serves to prevent unintentional errors or fraud and ensure timely detection of errors that may occur.
 - Provides a process by which any discrepancies and exceptions should be reported to the advisor and SOFC immediately.
1. Designate a position responsible for **Collecting funds.**
 2. Designate a position responsible for **Depositing funds.**
 3. Designate a position responsible for **Reconciling accounts.**

If the organization does not have enough individuals, you may have to develop additional mitigating controls.



Receipts:

- Anytime funds are exchanged person-to-person, provide the purchaser a receipt. These may be customized organization receipts or from a carbon copy receipt book. These receipts will become documentation for the official ledger of organization income.

Lock Boxes/Bags:

- The SOFC loans bags and cash boxes with locks to RSOs for secure collection of cash and checks. No reservation is required.

Night Depository:

- The SOFC Night Depository is located in the Koldus West Wing Hallway outside the far end of the 235 SOFC office suite. Organizations may drop forms, bags, and envelopes for safekeeping outside of SOFC office hours.

Recommendations:

- Peer checking/validation is one of the MOST IMPORTANT CONTROLS in the cash collection process.
- Monthly account reconciliation between the SOFC statement and account ledger is the best way to catch discrepancies and outages in organization funds.

Signature Card and Account Numbers

Signature Card

Your organization's Signature Card designates who is authorized to receive financial information and conduct business for the student organization.

A change in organization leadership resulting in a change in persons authorized to sign on the account triggers a restriction for a new Signature Card.

A new signature card can be generated in StuAct Online according to the organization's roster. Submission of a Signature Card replace the former and allows new leadership to authorize transactions immediately.

The Treasurer, Chief Student Leader, and the Advisor(s) must complete the information and sign the new Signature Card. Additional officers may be added.

The new Signature Card should be turned in to the Student Organization Financial Center either in person or via email.

Student Organization Finance Center Signature Card



ACCOUNT NUMBER
9 4 4 6 9 0

DATE (MM/DD/YYYY)
0 1 2 2 2 0 2 4

Test Organization

March

ORGANIZATION NAME

RECOGNITION CYCLE MONTH

Advisors

PRIMARY ADVISOR	E-MAIL / PHONE	MAILING ADDRESS	SIGNATURE
Maroonlink 1 XXX-XX-0139	mltester1@tamu.edu	.	

Student Leaders

CHIEF STUDENT LEADER	E-MAIL / PHONE	MAILING ADDRESS	SIGNATURE
Maroonlink 2 XXX-XX-0140	mltester2@tamu.edu	.	
TREASURER Maroonlink 3 XXX-XX-0141	mltester3@tamu.edu	.	

Additional Information

- No handwritten or manually typed changes or corrections will be accepted. All updates must be made to an individual's personal profile on StuAct Online and will require a new signature card with all appropriate information and signatures.
- The student leaders listed on the signature card must meet the minimum GPA established by University Student Rules.
- Return completed signature card to the Student Organization Finance Center in Koldus 235 or via email at sof@stuact.tamu.edu.
- For more information, contact the SOFC at 979-845-1114 or sof@stuact.tamu.edu

Account & Sub Account Numbers

- Account Number
 - Organization account numbers are six digits starting with a 9 (i.e. 954003)
- Sub Accounts
 - 00000 – Main Account (Primary account for deposits and expenses)
 - Additional Sub Accounts may be opened at the organization's request (20000,30000, etc.)
 - Sub Accounts beginning with 9 (90000, 98000, 99000, etc.) are earmarked for a specified purpose by an awarding committee
- 99999 – TAMF Donation Account
 - Funds received through the Texas A&M Foundation
 - Must be used for the direct benefit of Texas A&M Faculty, Staff, and/or students
 - More information on Donation Account page

Donation Account

Any tax-deductible donation received by the student organization should process through the Texas A&M Foundation. All donations received through the Texas A&M Foundation will be deposited into the organization's 99999 sub account. This sub account was created to ensure the funds are used specifically for the organization's benefit.

There are additional restrictions for the use of these funds:

- Organizations may not transfer funds in to or out of the sub account
- Organizations may not deposit into the sub account
- Funds may not be re-donated or awarded
- Funds may not be used for Cash Advances, prizes, gift cards, honorarium, fines or back taxes
- Individual scholarships from donated funds are limited to \$1,000.00 for a TAMU student

To receive an income tax receipt, the donors should make checks payable to the Texas A&M Foundation and send the funds to the Foundation address (below). The organization's name and account number should be written in the memo line of the check.

Donated funds must directly benefit the Texas A&M student organization; students, faculty, or staff of Texas A&M; or Texas A&M University itself.



The Texas A&M Foundation

401 George Bush Dr.
College Station, TX 77840
(979) 845-8161



Fundraising

Student Organizations may fundraise in most any way they see fit with the exception of alcohol sales and raffles. Below are a few notes regarding some of the most common methods used by RSOs. If any ideas regarding fundraising raise questions, feel free to reach out to the SOFC for clarification on policies and practices.

Common Student Organization Fundraising Methods

- Dues
- Merchandise Sales
- Activities: Car Washes, Bake Sales, Run/Walks, Galas, Events
- Profit Shares
- Donations
- Grants

Donations:

Any tax deductible donations received by the student organization need to process through the Texas A&M Foundation. All donations received through the Texas A&M Foundation will be deposited into the organization's 99999 sub account. This sub account was created to ensure the funds are used specifically for TAMU and the organization's benefit. For more information, refer to Donation Account on Page in this Guide.

Special Funding:

Additional funding can be found through the Good Bull Fund, Student Organization Funding Assistance Board, and other departments, committees, and external sources.

The **Good Bull Fund** is established through the generous support of the Office of the President. Grants are intended to cover or offset expenses related to the planning and implementation of student-led activities at Texas A&M University.

The SOFC will create a separate 98000 sub account for these funds.

The **(SOFAB) Student Organization Funding Advisory Board** in conjunction with the Department of Student Activities and The Association of Former Students has established a limited supplemental funding pool for assisting Recognized Student Organizations and their activities and events.

The SOFC will create a separate 90000 sub account for these dedicated funds.

- Special funding is earmarked for a specific purpose by the SOFAB. Funds cannot be used for any other purpose.
- Ineligible expenses include food, clothing, gifts, awards and honorarium.
- Any money allocated, but not used by the deadline, will be returned to the SOFAB reserve fund.

For further information on either of these funds visit their respective pages at <https://getinvolved.tamu.edu/>.



Business Resources

The Student Organization Finance Center has many business resources available for the use of Student Organizations. Most of these resources are free of charge and provide the organization with the tools needed to successfully manage their finances.

Financial Services

- Cash and Check Processing
- Credit Card Payments
- Cash Advances
- Lock Box/Cash Bags
- Credit Card Terminals
- Marketplace

Business Services

- Monthly Statements
- FAMIS Access
- Computer Lab
- Work Room
- Mail Service

Cash Boxes/Bags

Cash boxes and cash bags are available for use on loan from the SOFC and serve the purpose of providing organizations with a way to bundle and transport cash transactions from the point of sale to deposit. The boxes and bags can be reserved by calling or emailing the SOFC (979.845.1114 or sofc@stuact.tamu.edu). Once reserved they can be picked up at the SOFC during normal business hours.

Computer Lab

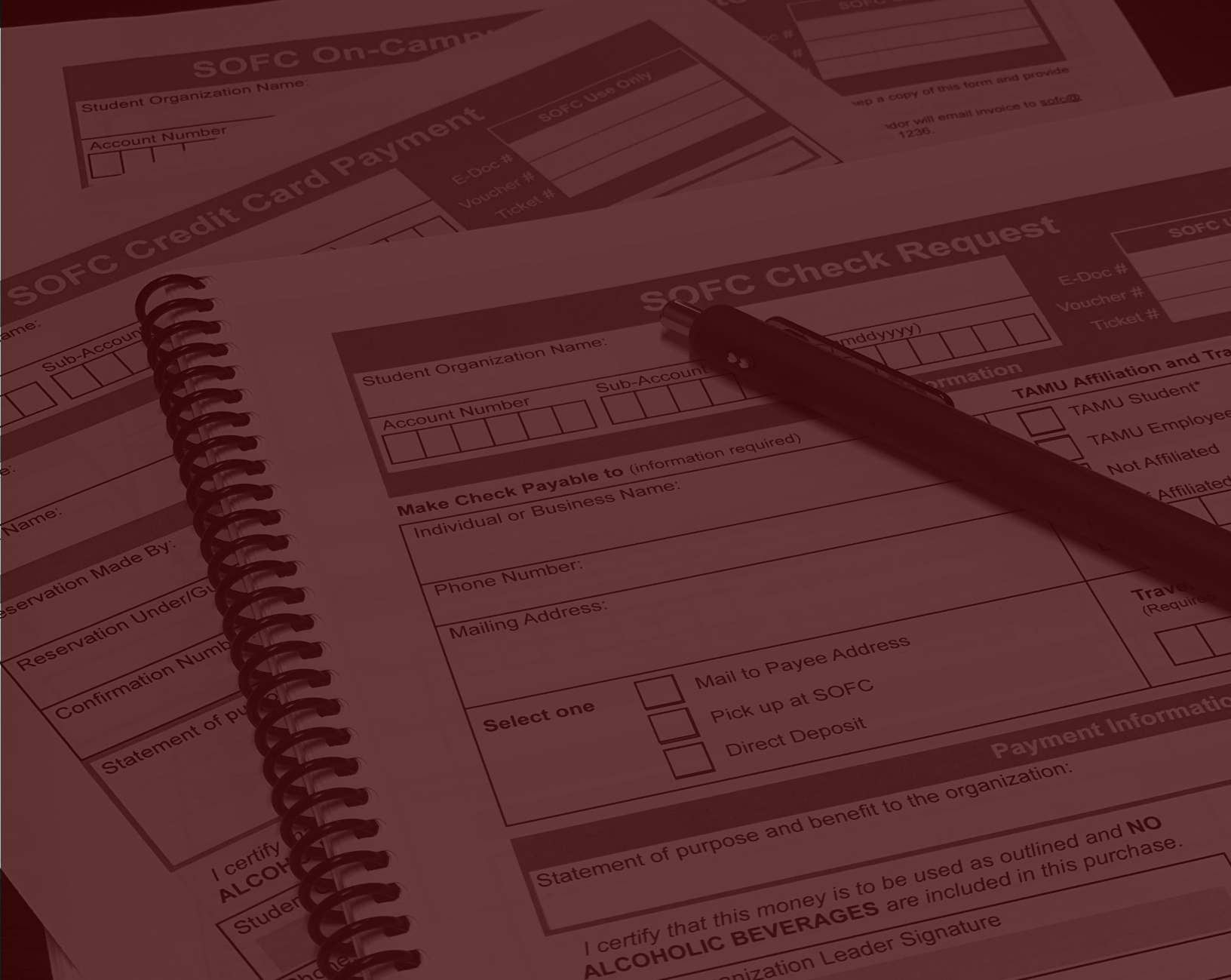
The SOFC Computer Lab is available in Koldus 235 for student organization leadership to facilitate financial transactions and conduct organization business. The computer lab offers access to the Texas A&M Accounting System FAMIS. Through FAMIS the real time financial status of an organization can be viewed such as current balance and transactions.

Credit Card Terminals and Marketplace

Visit Instructional Guide **Section 4: Marketplace** for more information regarding use of Credit Card Terminals and Marketplace storefronts.

Student Work Room

The SOFC Student Work Room is open for organization use during SOFC business hours. Basic office supplies, a copy machine, and deposit preparation materials including currency & coin counters are available free of charge.



Section 2: Payment Requests



Student Organization
Finance Center
DEPARTMENT OF STUDENT ACTIVITIES

General Information

Distribution of funds depends on several factors: indication of preference on transaction request, vendor preferences, and the nature of the request. There are however some general time considerations that apply to all payment transaction types at the SOFC.

- All transactions are processed in the order they are received.
- Under most circumstances, transactions can be completed and funds can be transferred or checks can be written in 5 to 7 business days.
- Checks can be either picked up at the SOFC or mailed to the payee as indicated on the transaction request.
- Checks will only be held for pick up at the SOFC for 5 business days. After that time they will be mailed to the payee.
- ACH or Direct Deposit is the fastest way to receive payment and is preferred by some vendors in our area as payment from student organizations. If the vendor expresses this preference, they will be paid as such regardless of organization selection.
- Any expenses related to travel greater than 25 miles from the campus you are currently enrolled in will require a completed travel form prior to payment of the expense (Student Travel University Rule 13.04.99.M1). International travel expenses will require a filed travel plan with Education Abroad.

Check Request

- Request for the SOFC to issue a check for payment of an invoice or reimbursement of approved organizational expenses. The SOFC can submit the payment electronically for vendors set up for ACH payments, print a check for pick up by the organization, or mail a check to the vendor address.

Credit Card Payment Request

- If a transaction requires the use of a credit card, organizations can request a representative of the SOFC use the SOFC credit card to complete a transaction over the phone or online. Funds are drawn from the organization's account to cover the purchase.

Cash Advance Request

- A request for a short-term cash advance to cover approved organizational expenses. A cash advance must be reconciled within five business days of the withdrawal. All original receipts must be turned in to SOFC and any remaining cash deposited.

On-Campus Approval to Charge

- An approval to charge is used for paying TAMU on-campus entities and in these cases the payment of the invoice happens internally. Upon submission of the Approval to Charge Request and receipt of an invoice, the SOFC will take the necessary steps to transfer the funds from the student organization account to the vendor.

Transfer

- Used to transfer funds between SOFC accounts: two different student organization's accounts or different sub-accounts of the same organization.

General Information

Continued

Standard Form Header

All forms require the Student Organization name, account number and sub-account number as appropriate as well as the date the form is turned in to the SOFC.

Student Organization Name:			SOFC Use Only		
Account Number	Sub-Account	Date (mmddyyyy)	E-Doc #		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Voucher #		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Ticket #		

TAMU Affiliation and Travel Authorization

Some forms may require you to include the payee's affiliation with Texas A&M. If they are students, faculty, or staff members, include their UIN. If your transaction involves travel more than 25 miles from the campus where you are enrolled, a travel information form password is also required.

TAMU Affiliation and Travel Authorization

TAMU Student*
 TAMU Employee*
 Not Affiliated

***UIN # if Affiliated**

Travel Form Password
 (Required for travel more than 25 miles from College Station)

-



Documentation

Documentation Policies:

- Receipts and invoices must be itemized. If provided two receipts, one itemized and one showing payment, you must provide both.
- Receipts must show payment made or proof of payment (bank or credit card statements) will be needed.
- Multiple receipts (same payment method) can be combined on the same request.
- Invoices cannot be combined – one check request per invoice. Invoices must be final billing and have an invoice number. No quotes or order confirmations.
- Do not combine receipts paid using different credit cards in a single request. Place a separate request for each card in the name of the cardholder and provide proof of payment/card ownership for each purchase.

SOFC Services:

Financial Services

- Cash and Check Processing
- Credit Card Payments
- Cash Advances
- Lock Box/Cash Bags
- Credit Card Terminals
- Marketplace

Business Services

- Monthly Statements
- FAMIS Access
- Computer Lab
- Work Room
- Mail Service
- Copier

Check Requests

Purpose

Request for the SOFC to issue a check for payment or reimbursement of approved organizational expenses.

See a blank Check Request Form located in the Appendix B.

Individual or Business name that the check should be made payable to.	Make Check Payable to (information required) Individual or Business Name:
Payee/vendor phone number	Phone Number:
Payee/vendor mailing address is required regardless of delivery option	Mailing Address:
Select delivery option for payment. Checks for pick up will be mailed after 5 business days. Direct Deposit requires set up.	Select one <input type="checkbox"/> Mail to Payee Address <input type="checkbox"/> Pick up at SOFC <input type="checkbox"/> Direct Deposit (Will Default at Vendor Request)

Indicate if the person receiving the check is a TAMU student, system employee, or is not affiliated.	TAMU Affiliation and Travel Authorization <input type="checkbox"/> TAMU Student* <input type="checkbox"/> TAMU Employee* <input type="checkbox"/> Not Affiliated										
If TAMU affiliated: Provide the UIN # of the person receiving payment.	*UIN # if Affiliated <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

Check Requests

Continued

Purpose

A statement of purpose and explanation of the benefit to the organization for use of the funds is required on all transaction requests.

Payment Information
Statement of purpose and benefit to the organization:

Separate the expenses on the receipt into the appropriate categories:

- Travel expenses
- Food
- Office Supplies
- Utility Costs
- Membership/Dues
- Services & Income
- Clothing (including promotional items)
- Rent
- Other Expenses
- Items for Resale

Calculate total & verify amount

Description	Object Code	Amount
Travel	3410	
Food	6339	
Office Supplies	4014	
Utilities	5025	
Membership	5211	
Services & Other Income	5453	
Clothing	5755	
Rent	5870	
Other Expenses	6335	
Items for Resale	6901	
	Total	

Both signatures on the form must be original, match the current signature card, and cannot be the person who is receiving payment (no self-reimbursement).

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

By signing the form, you certify that the money is to be used as outlined and that **NO ALCOHOLIC BEVERAGES** are included in the purchase.



Check Requests

Continued

Documentation for Check Requests

Reimbursements:

- Paid receipt showing....should be attached to your eCheck Request
- If the receipt does not show a zero balance, also include a copy of a canceled check or bank/credit card statement as proof of payment.

Vendor Payments:

- Attach the invoice to the Check Request Form - one invoice per request. The invoice must say invoice and have an invoice number. Order confirmations, pre-invoices, and quotes will not be accepted.
- If the payee is not set up in our payment system, a TAMU Substitute W-9 will be required if not affiliated with TAMU.
- If the payee is a student worker or TAMU employee who is being paid for a service (not reimbursed for an expense) they will receive their payment through the University Payroll system.

Credit Card Payment Request

Purpose

If a transaction requires the use of a credit card, organizations can request a representative of the SOFC use the SOFC credit card information to complete a transaction over the phone or online. Funds are drawn from the organization's account to cover the purchase.

See a blank Credit Card Request Form located in Appendix B of this manual for further review.

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

Vendor Information

Provide vendor information for the credit card order and the payment amount. In some cases credit card transaction fees may be applied by the vendor at purchase. For this reason, it is recommended that you overestimate the charge to allow for any unexpected surcharges.

Reservation Information

If a reservation has already been made, provide confirmation details here

Reservation Information		
Reservation Made By:	Phone Number:	
Reservation Under/Guest Name:	From Date:	To Date:
Confirmation Number:		

Credit Card Payment Request

Continued

Statement of Purpose

The statement of purpose should include a description of the purchase and explain the benefit to the organization.

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.*

By signing the form you certify that the cc funds are to be used as described and **NO ALCOHOLIC BEVERAGES** will be included in the purchase.

Signatures need to be original and match the current signature card on file.

Student Organization Leader Signature	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:
Faculty / Staff Advisor Signature	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:
SOFC Signature(s) as needed	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:

Important Note:

The process of submitting the form and conducting the online transaction does not require the presence of an individual on the signature card. As long as the Credit Card Payment Request is properly completed and signed by persons with signature card authority, any member of the student organization can present the form and work with SOFC staff to complete the transaction.

Credit Card payments are encumbered (held) to Texas A&M University the day the form is submitted. The actual expense to the vendor will be reflected on the organization's statement once the credit card bill has cleared through the TAMU accounting system.

Cash Advance

Purpose

A request for a short-term cash advance to cover approved organizational expenses. A cash advance must be reconciled within five business days of the withdrawal. All original cash receipts must be turned in to SOFC and any remaining cash deposited.

See a blank Cash Advance Form located in Appendix B of this manual for further review of the full document.

Funds Custodian

Cash advance funds will be released only to the designated Funds Custodian. The Funds Custodian takes responsibility for the cash and cannot be either the student officer or advisor who signed as approver on the form. Photo ID required.

Provide name, phone number, address, and UIN for the funds custodian.

Cash advances can be provided same day for amounts up to \$1500. If the amount is in excess of \$1500, a check will be cut by the following business day in the name of the funds custodian. Cash advances aren't available between 1 P.M. and 2 P.M.

*Note:
Next day checks may be delayed if Funds Custodian is not previously setup in FAMIS accounting system.*

Funds Custodian - cannot be a signer on the form

Name:	
Phone Number:	
Mailing Address:	
UIN #: <input type="text"/>	
<input type="checkbox"/> Cash (up to \$1,500.00)	Check#:
<input type="checkbox"/> Check (> \$1,500.00)	Date:

Cash Advance Continued

The Funds Custodian and SOFC representative will sign for the cash amount and reconciliation date.

Cash advances **cannot** be used for:

- Services
- Rentals
- Gift cards
- Gifts over \$100 in value
- Payment of income
- Tips/gratuity (unless included in the price of the meal [large party])

- ⇒ Intended use of funds must be indicated on the Cash Advance form at the time of withdrawal.
- ⇒ Improper use of funds will require repayment on the part of the Funds Custodian.

Amount must be written-in prior to advisor's signature.

At pick up the SOFC will enter the amount of the advance and the reconciliation due date and provide all disclosures verbally. The Funds Custodian will initial the cash advance disclosure.

The Funds Custodian and the SOFC representative will sign for the cash amount and reconciliation date.

Cash or check in the amount of \$ _____ was transferred from the SOFC custodian to (me) the funds custodian listed. As funds custodian, I understand and accept the fact that I am personally responsible for all funds entrusted to me until the monies and / or receipts are submitted to the SOFC for reconciliation. I also understand that a complete accounting of all expenditures, supported with original itemized receipts, will be made and that these funds are to be used only for the purpose specified. Use of these funds for any other purpose is forbidden.

I understand cash advances cannot be used for services, rentals, gift cards, gifts above \$100 in value or for anything that may be considered income, including tips/gratuity unless included in the price of the meal (large party).

Required to reconcile by date:

--	--	--	--	--	--	--	--	--	--

Funds Custodian Signature - *Photo ID required*

SOFC Signature

Cash Advance Continued

Statement of purpose and benefit to the organization is required.

Statement of purpose and benefit to the organization:

Separate the expenses on the receipt into the appropriate categories:

- Travel Expenses
- Food
- Office Supplies
- Clothing
- Other Expenses

If a category is not available, verify it is an eligible expense.

Description	Object Code	Amount
Travel	3420	
Food	4015	
Office Supplies	4017	
Utilities	5025	
Membership	5211	
Clothing	5756	
Other Expenses	6337	
Items for Resale	6905	
	Total	

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

Signatures need to be original and match the current signature card on file

Neither of these individuals can serve as the funds custodian.

By signing the form you certify that the cash funds are to be used as described and **NO ALCOHOLIC BEVERAGES** will be included in the purchase.

Cash Advance Continued

Reconciliation

A representative of the SOFC will complete the form when the remaining cash and all applicable receipts are returned.

Reconciliation Information		Reconciled By Signature	Date
Deposit #:			
Amount:			
Receipts:		SOFC Reconciled By Signature	Date
Total:			

On-Campus Approval to Charge

Purpose

Used to remit payment to eligible TAMU vendors based on a pre-approved estimate of expenses. See a blank Approval to Charge Form located in Appendix B of this manual for further review.

Examples of TAMU vendors include:

- University Center & Special Events
- Transportation Services
- Student Services
- Rec Sports
- Human Resources

Student Organization Name:			SOFC Use Only			
<input type="text"/>						
Account Number	Sub-Account	Date (mmddyyyy)				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
			E-Doc #	<input type="text"/>		
			Voucher #	<input type="text"/>		
			Ticket #	<input type="text"/>		

Fill out the detailed information about the event and estimated costs. Attach the quote or pre-invoice if available. If the quote is subject to change, you may want to over-estimate to account for taxes and other possible costs. Any overage from the estimate will require advisor approval for the increase.

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@stuact.tamu.edu or send to SOFC Mail Stop 1236.

Vendor Information		
On-Campus Vendor Name:		Estimate Amount \$ <input type="text"/>
Vendor Contact Name:	Phone Number:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Purchase Information		
Description of Purchase:	Event Name:	Event Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

On-Campus Approval to Charge

Continued

Provide a statement of purpose and benefit to the organization.

Statement of purpose and benefit to the organization:

By signing the form you certify that the cc funds are to be used as described and **NO ALCOHOLIC BEVERAGES** will be included in the purchase.

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

Signatures need to be original and match the current signature card on file.

Student Organization Leader Signature	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:
Faculty / Staff Advisor Signature	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:
SOFC Signature(s) as needed	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:

Scholarship/Award/Donation Request

Purpose

Used to disburse funds in the form of scholarships, awards and donations. Backup documentation is not typically required. Disbursements are not permitted from the 90000 or 99999 accounts without specific advance approval at the time funds are given to the organization.

Scholarship checks to TAMU Students will be sent directly to the Financial Aid Office.

Make Check Payable to (information required)

Individual or business name as the payee name on the check.	Individual or Business Name:
Preferred contact phone number.	Phone Number:
Mailing address is required even if selecting another delivery option.	Mailing Address:
Indicate delivery option. Checks for pick up will be mailed after 5 business days.	Select one <input type="checkbox"/> Mail to Payee Address <input type="checkbox"/> Pick up at SOFC <input type="checkbox"/> Direct Deposit (Will Default at Vendor Request)

Scholarship/Award/Donation Request

Continued

TAMU Affiliation (if payee is an individual)

Indicate if the person receiving the check is a TAMU student, system employee or is not affiliated.

If TAMU affiliated: Provide the UIN# of the person receiving payment.

Indicate if the payee is not a U.S. citizen or legal permanent resident. Provide documentation.

TAMU Student*
 TAMU Employee*
 Not Affiliated

*UIN # if Affiliated

--	--	--	--	--	--	--	--	--	--

Is the person receiving the benefit of this purchase a U.S. citizen or legal permanent resident?

Yes
 No - Please attach a copy of Visa/Passport

Indicate the category of grant for the funds disbursement:

- Undergraduate Scholarship
- Graduate Scholarship
- Cash Award
- Donation

Description	Object Code	Amount
Undergraduate Scholarship	5910	
Graduate Scholarship	5915	
Cash Award	524 _	
Donation	5609	
	Total	

If the cash award recipient is a TAMU employee or student worker, indicate an option for tax withholding.

Tax Withholding (select one)

If your award is granted to a TAMU Employee, he/she may be subject to FIT, OASA and OAHl taxes.

- The organization approves additional tax be charged to their account in order for the recipient to receive exactly the amount specified.
- The organization does not approve additional tax charges and any tax should be withheld from the payment total.

Scholarship/Award/Donation Request

Continued

Provide a statement of purpose and benefit for the grant.

Statement of purpose of the award:
<div style="background-color: #e0e0ff; height: 60px;"></div>

Student Organization Leader Signature	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:
Faculty / Staff Advisor Signature	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:
SOFC Signature(s) as needed	
<div style="background-color: #cccccc; height: 20px;"></div>	
Phone:	Date:

Signatures need to be original and match the current signature card on file.

Transfer Request

Purpose

Used to transfer funds between SOFC accounts. See a blank Transfer Request Form located in Appendix B of this manual for further review.

There are two types of transfers that can be performed.

1. Transfer between one student organization to another student organization:

Ex. Organization A owes the Organization B for BBQ tickets.

2. Transfer between a student organization's sub-accounts:

Ex. An organization wants to move money from their main 00000 sub-account to their 10000 sub-account for a special event.

Student Organization Name:			SOFC Use Only		
<input type="text"/>					
Account Number	Sub-Account	Date (mmddyyyy)	E-Doc #		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Voucher #		
			Ticket #		

The request can only be initiated by the organization transferring the funds from their account.

Transfers cannot be performed from the all 9s or special funding sub-accounts unless correcting a documented error or payment to another organization's all 9s or special funding sub-account.

TO Account Name	To Account Number	Amount
	<input type="text"/> - <input type="text"/>	
FROM Account Name	FROM Account Number	
	<input type="text"/> - <input type="text"/>	

Specify the reason for transferring the funds.

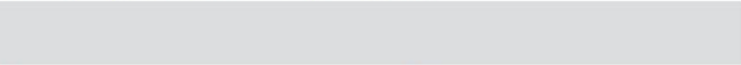

Reason for Transfer:

Transfer Request Continued

By signing the form you certify that the cc funds are to be used as described and **NO ALCOHOLIC BEVERAGES** will be included in the purchase.

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

Signatures need to be original and match the current signature card on file.

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

Other Forms

Direct Deposit

Purpose

To allow for ACH direct deposit of funds into a vendor, student, faculty member or other individual's banking account. Use of this process eliminates the need for printing and depositing checks and expedites the receipt of funds for the payee.

First provide basic contact information

SOFC Direct Deposit Form
Student Organization Finance Center Direct Deposit Form

For TAMU Use Only: Aggie Buy: Concur:

Student Information:

Name: UIN:

Address:

City: State: Zip:

Next provide Banking information and authorization to deposit funds.

Banking Information:

Bank Name: Local #:

Routing #: Account #:

Account Type: Checking Savings

Will these payments be forwarded to a financial institution outside the United States? Yes No

I have signatory authorization on the above account & hereby authorize Wells Fargo, on behalf of Texas A&M University-College Station, to initiate electronic entries to credit my account as I indicate above. I acknowledge responsibility for providing complete & accurate information on the authorization form & understand that TAMU may contact my financial institution to confirm accuracy of information. This however, I fully understand that TAMU must notify me on or before the settlement date & explain the reason for the reversal. I further understand that if changes occur in my account, i.e., switching deposit from checking to savings; closing account, changing banks, etc. It is my responsibility to contact the Student Organization Finance Center immediately.

Signature: _____ Printed Name:

Submit signed original document to the SOFC.



Other Forms Continued

Substitute W-9 Request

Purpose

A substitute W-9 is a document created by the university to collect taxpayer identification information from vendors or individuals providing services, serving the same purpose as the official IRS Form W-9 for tax reporting.

To request a Substitute W-9 visit: <https://fmo.tamu.edu/vendor-setup/index.html>

As of January 01, 2019, we will require all domestic vendors to be paid via direct deposit.

Please be sure to have the vendors sign up for direct deposit using the Substitute W9 & Direct Deposit form available in the section below under For Domestic Vendors (US).

The domestic vendor(s) who will not accept payment via direct deposit will need to request an exception via email at vendorhelp@tamu.edu & provide a reason in the request for the exception.

If a vendor setup request is sent in after January 1, 2019, with no direct deposit information provided, the request for the setup will be returned to have the vendor provided one.

Other Forms

Continued

SOFC Documentation in Lieu of Receipt

Purpose

In the event a receipt is lost this form can be used to request reimbursement for expenses. This document must be obtained at the SOFC.

Distribution of this form will be done on a case-by-case basis. Reach out to the Student Organization Finance Center via email (SOFC@stuact.tamu.edu) to request the form.

Check Void or Reprint Request

Purpose

In the event a check is needing to be voided or reprinted this form can be used to request those cancelations or initiative the reprinting process.

SOFC Check Void or Reprint Request			
Student Organization Name:			SOFC Use Only
Account Number			Check #
Sub-Account		Date (mmddyyyy)	Vendor #
Payee Name:			Voucher #
Check Date (mmddyyyy)	Amount:	Requested Action	
	\$	<input type="checkbox"/> Reprint <input type="checkbox"/> Void - Please attach original check	
Reason For Request		Requestor Name:	
<input type="checkbox"/> Amount Incorrect <input type="checkbox"/> Duplicate Payment <input type="checkbox"/> Incorrect Vendor <input type="checkbox"/> Lost / Stolen / Destroyed <input type="checkbox"/> Event Cancelled <input type="checkbox"/> Stale Dated Check / Reissue <input type="checkbox"/> Unclaimed Property <input type="checkbox"/> Other _____		Requestor Signature:	
		Phone: _____ Date: _____	
		Pick Up Person Name:	
		Pick Up Signature	
		Phone: _____ Date: _____	



Section 3: Deposits



Student Organization
Finance Center
DEPARTMENT OF STUDENT ACTIVITIES

Deposit Ticket

Continued

This process will take time to perform accurately if there is a lot of cash. Please take the time to do the following steps and double-check your math before entering the SOFC cashier line or putting the deposit envelope in the drop box. There are cash counters in the workroom for your convenience.

Section A: Cash / Checks		
Currency	\$100	
	\$50	
	\$20	40
	\$10	
	\$5	
	\$1	
Coin	1.00	
	.50	
	.25	1.00
	.10	
	.05	
	.01	
	Total of Cash	41.00
# of Checks	1	
	Total of Checks	100.00
	Total Deposit	141.00

Section A Instructions:

Write the monetary amount you have for each denomination.

Example: If you have two \$20 bills you will write '40' next to the '\$20' box. If you have four quarters you will write '1.00' next to the '.25' box.

Total Cash: Sum the amount of currency and coins that you wrote in the above section. **Example:** \$41

Total of Checks: Write the total amount of checks if any. Otherwise you can leave it blank.

Example: One check for \$100

Total Deposit: Sum the amount of cash and checks you will be depositing. **Example:** \$141

Section B: Distribution		
Donations	0297	
Dues	0418	41.00
Registration	0488	
Merchandise	0503	100.00
Clothing	0558	
Ticket Sales	0528	
Other	0574	
	Total Deposit	141.00

Section B Instructions:

Write the amount of the deposit in the description box for the reason why your organization received the funds.

Example: \$41 goes in the 'Dues' box since the cash came from a member paying dues. \$100 goes in the 'Merchandise' box from selling org. merchandise.

Total Deposit: Write the amount of the total deposit again. This number should match the total deposit amount in Section A.

Check Verification

Please perform the following verifications before depositing each check. A rejected check will delay receipt of funds.

A		2400	
	DATE _____		91-158/1221
PAY TO THE ORDER OF	B _____	\$ 	
	C _____	DOLLARS	
FOR _____		D _____	

The check(s) will be returned to the organization if:

- A. The payer information is not at the top of the check (temporary check)
- B. The check is not made out to the organization's name
- C. The amount written on the legal line is different than what is in the box. The bank will process the amount written out on the legal line.
- D. The check is not signed by the payer
- E. The back of the check is not endorsed by the receiving organization with:
- F. Checks older than six months may not be accepted for processing

Marked "For Deposit Only"

Write organization's name and FAMIS account number (including sub account)

ENDORSE CHECK HERE	E
<input checked="" type="checkbox"/> For Deposit Only	
Organization Name	
FAMIS Account	
DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE	



After-Hours Deposits

Any deposits made at the cashier window after 3:00 P.M. or at the drop box locations will be processed the next business day. The deposit receipt will be put in the organization's mailbox.

Place all cash, checks and a completed deposit ticket inside a transparent deposit bag and seal. Verify that all checks in the deposit bag have been endorsed. Write the organization name, account number and the deposit total on the outside of the deposit bag and address it to the SOFC.

If you are reconciling a cash advance, please note on the deposit slip before sealing the bag.

Drop-Box Location

- **Student Organization Finance Center** in the hall past the SOFC 2nd floor West Wing of John J. Koldus

Safety Note:

Be aware of your surroundings when transporting cash advances and deposits. Do not leave cash boxes, envelopes or bags unattended. Use the "buddy system" when delivering money to the drop box locations after hours.



Section 4: Marketplace



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DEPARTMENT OF STUDENT ACTIVITIES



Marketplace

What is Marketplace?

Marketplace is an online mall, where student organizations can set up a store and accept credit card payments. It is typically used for purchasing apparel or paying registration fees & dues.

Requirements:

- Organizations must be in a recognized status
- Must have a current signature card
- Two or more officers who have completed Marketplace training with the SOFC
- Up to date Marketplace Agreement on file with the SOFC

Training:

Only organizations that have two officers that are listed on the marketplace agreement form and have completed the required training will be allowed to set up a Marketplace account. Training can be found at StuAct Online by going to Resources, Training Center, Officer Training and finally Marketplace training. For assistance contact the Marketplace Assistant at sofcomerence@stuact.tamu.edu or call (979) 845-1114.

Credit Card Terminals

According to Texas A&M Policy, all Student Organization Funds must be deposited through the SOFC. This means popular personal credit card readers cannot be used. The SOFC does, however, offer credit card terminals that will deposit funds directly into SOFC accounts and these terminals can be reserved by calling or emailing SOFC at 979.845.1114 or sofc@stuact.tamu.edu.

Note: Credit Card transaction fees do apply to every sale made using the terminals and demand for these terminals is high during large campus events. There are fees associated with accepting credit card transactions: 3% of gross sales (fees are waived for distance locations).*



Market Place FAQs:

What if I forget my password or login details for Marketplace?

Make sure you are using the following link to access the Marketplace main site:

<https://tamu.estore.flywire.com/admin/login>

If you still have trouble logging in, please email sofcommerce@stuaact.tamu.edu

What browser works best with Marketplace?

Marketplace works best with Google Chrome.

What if I need to cancel or refund a customer's Marketplace order?

You are able to cancel any unfulfilled order through your portal. The request is submitted by a store clerk, then forwarded to their advisor for an approval. The email chain is then forwarded to eCommerce team. Emails can be sent to sofcommerce@stuaact.tamu.edu. The request should include: order number, customer name, and amount to be refunded.

Can I accept donations via Marketplace?

Yes, Marketplace cannot be used to accept donations. Donations can go up to \$249 per customer per year, no tax receipts can be provided. Tax receiptable donations must be made through the Texas A&M Foundation in order for donors to receive the proper tax receipt.

Important Note: Marketplace cannot be used for raffles.



Section 5: Credit Card Terminals



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Credit Card Terminals

General Guidelines

Student Organizations are able to accept credit card transactions for goods and services offered by the organization. However careful consideration should be made regarding Texas A&M System policies, mainly the fact that organization funds should not be deposited in personal bank accounts. All credit card funds received by Student Organizations should be deposited through the SOFC within two business days of receipt. (See TAMU student rule 41.1.3 on page 4 of this guide).

Popular social and online payment methods such as Venmo and Paypal are not permitted. These services must be associated with personal banking accounts and thus violate TAMU Student Rule 41.1.3

Acceptable Solutions

The SOFC offers wireless credit card terminals that can be checked out for use by Recognized Student Organizations. After a brief training and the submission of a Credit Card Security Agreement, organizations can use these terminals at the point of sale for credit card transactions. This service is offered free of charge by the SOFC, but credit card processing fees do apply. (3% of gross sales)

If physical point of sale use of credit cards is not important an organization may want to consider accepting credit cards as payment by offering merchandise/services via Marketplace. See Market Place page 39 for details.

Steps for Reserving and Using SOFC Credit Card Terminal

- Call 979.845.1114, email sofc@stuact.tamu.edu or come by the SOFC to reserve a terminal.
- Submit a completed reservation form.
- Pick up the credit card terminal on the designated pick up date.
- If necessary allow time for a brief tutorial on how to use the terminal the day you pick it up.



Credit Card Terminals

Continued

Other Important Considerations for Credit Card Terminal Use

- The wireless terminal uses cellular transmission technology and will only work while in range of a cellular tower.
- Major credit cards accepted include: Visa, Mastercard, Discover, American Express, and Apple Pay.
- All organization members having access to the credit card terminal equipment must read and sign the acknowledgement of the Credit Card Security Training.
- Credit Card Processing Fees will be incurred at the rate of 3% of gross sales.
- Copies of all three documents should be maintained by the organization[(1) sale tickets (2) batch (or detail) report (3) settlement report] for your organization's records.
- Submit originals to the SOFC within two business days of sales for processing along with a completed Deposit Ticket indicating Account and Sub Account.

Penalties for Violating the Security Agreement

Failure to follow procedures:

- First Strike: Verbal Warning
- Second Strike: Written Warning
- Third Strike: Loss of Credit Card Terminal Privileges for a period of 12 months



Section 6: Reconciliation



Student Organization
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Reconciliation

Purpose

The process of comparing organizational financial account records to the reports generated from FAMIS to verify the accuracy of each. The process can be facilitated using an SOFC Reconciliation worksheet along with your account ledger and financial statement. Your account ledger can be kept on the Excel spreadsheet provided by the SOFC or any of the various types of personal accounting software. A paper-based ledger is also acceptable. See a blank Reconciliation Form located in Appendix B of the manual for further review.

The organization Treasurer is responsible for keeping the organization's ledger up to date and performing reconciliation. Monthly account statements are available at StuAct Online and should be compared to the organization's ledger. Statements are posted by the 15th of following month. Monthly reconciliation is recommended.

Manual reconciliation forms can be printed from StuAct Online or picked up in the lobby of the SOFC. The reconciliation spreadsheet is provided on the StuAct Online website.

Reconciliation Form

Your ledger balance may contain outstanding transactions that have not yet cleared the account and are not reflected in the FAMIS account balance. In order to reconcile the two accounts, these must be tallied on the form and added or deducted from the current system balance.

Organization Name	<input type="text"/>	Account Number	<input type="text"/>
Reconciling Statement Month	<input type="text"/>		<input type="text"/>
Reconciling Statement Ending Balance			<input type="text"/>

Enter:

- Organization name
- Current month of reconciliation
- Ending balance in your account at the time of reconciliation (from the most current FAMIS statement)

Reconciliation

Continued

Deposits **NOT** on Statement

Date deposited:

Amount:

Total Deposits Not on Statement

(add) \$0.00

Tally any recent deposits or other credits that do not yet reflect in the FAMIS balance. This total is an encumbrance to be added to the current balance in FAMIS.

Reimbursements or Payments **NOT** on Statement

Date turned in:

Vendor

Amount:

Total Reimbursements or Payments Not on Statement

(subtract)

Tally any outstanding checks, payments and other debits that do not yet reflect in the FAMIS balance. This total is an encumbrance that must be deducted from the FAMIS balance.

Reconciliation

Continued

Add and/or subtract the outstanding debits and credits from the current FAMIS balance -- this is your reconciled balance.

Reconciliation is complete when all of the outstanding transactions have been accounted for and the reconciled balance is the same as the balance shown on the organization's ledger. If the "reconciled balance" differs from the "balance as shown on ledger" line then there is a discrepancy between your ledger and our accounting statement. You will need to research your entries to find the discrepancy before the account reconciliation can be considered complete.

Reconciled Balance

\$0.00

Balance as shown on Ledger

Financial Officer Signature

Date

Advisor Signature

Date

Reconciliation

Continued

SOFC Ledger

SOFC Ledger

October

Beginning Monthly Balance:	\$8,222.33
Add: Total Deposits	\$2,038.00
Less: Total Expenses	\$5,635.58
Ending Monthly Balance:	\$4,624.75

Total Deposits:	\$2,038.00
-----------------	------------

Total Expenses:	\$5,635.58
-----------------	------------

Date	Deposits	Amount	Date	Expenses	Amount
			10/6/2017	Mitch Dill	\$19.21
			10/6/2017	Vincent Manino	\$168.81
			10/10/2017	CC Creations	\$2,387.50
			10/23/2017	CC Creations	\$871.50
			10/23/2017	CC Creations	\$546.50
			10/26/2017	B Miller	\$405.00
			10/30/2017	B Miller	\$53.24
			10/30/2017	CC Creations	\$220.15
			10/30/2017	CC Creations	\$48.00
			10/30/2017	CC Creations	\$150.00

SOFC Account Activity

For the Month of October - FY2018

Account Number : xxxxxxxxxxxxxx

Account Name : xxxxxxxxxxxxxxxxxxxx

Beginning Balance \$8,222.33

Deposits			
Reference	Date	Description	Amount
7279002	10-09-2017	Dues	\$450.00
7297002	10-24-2017	Merchandise	\$1,588.00
		Total Deposits	\$2,038.00
Expenses			
Reference	Date	Description	Amount
3801665	10-09-2017	CC CREATIONS LTD	-\$691.75
3801717	10-09-2017	COLE WHITE	-\$56.91
3801717	10-09-2017	COLE WHITE	-\$10.00
3801717	10-09-2017	COLE WHITE	-\$7.01
3801738	10-09-2017	MITCHELL DILL	-\$12.21
3801738	10-09-2017	MITCHELL DILL	-\$7.00
3801742	10-09-2017	VINCENT MANINO	-\$143.63
3801742	10-09-2017	VINCENT MANINO	-\$25.18
3802033	10-18-2017	CC CREATIONS LTD	-\$2,387.50
3803295	10-31-2017	CC CREATIONS LTD	-\$871.50
3803296	10-31-2017	CC CREATIONS LTD	-\$521.50
3803296	10-31-2017	CC CREATIONS LTD	-\$25.00
		Total Expenses	-\$4,759.19

Net Encumbrances	-
Net Transfers	\$876.39
Ending Balance	\$0.00
	\$4,624.75



Section 7: Organization Restriction



Student Organization
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DEPARTMENT OF STUDENT ACTIVITIES



Organizational Restriction

Results of Restriction

A Student Organization that is Recognized with Restrictions is limited to depositing money in the SOFC resulting in diminishing the ability of an organization to effectively conduct business.

Causes of Restriction

Student Organizations may be placed on restricted status for many reasons. Not all of these are related to the Student Organization Finance Center (SOFC) and financial transactions. Some of the actions or lack of action causing restriction are related to recognition requirements, student leader eligibility, or conduct matters. Listed below are some of the reasons an organization may be placed on restriction as a result of actions related to the SOFC.

- Invoices past due 60 or more days
- Failure to submit a \$25,000 audit
- Negative balance in accounts at the SOFC
- Failure to reconcile a cash advance
- Failure to submit a current signature card
- Failure of Officers or Advisors to complete SOFC online training
- Misuse of SOFC Account
- Violation of student rule 41.1.3



Appendix A: Glossary of Terms



Student Organization
Finance Center
DEPARTMENT OF STUDENT ACTIVITIES



Glossary

Audit: An official inspection of an organization's accounts. An audit may be requested of any organization at any time. An audit is conducted twice a year of organizations that have \$25,000.00 or more in combined revenue & expenses.

Custodian: A person who has responsibility for or looks after something. In regard to the SOFC, the funds custodian is responsible for funds received from a Cash Advance. They look after this money and ensure the cash advance is reconciled within 5 business days. Cannot be the same person who signs the approval.

FAMIS: (Financial Accounting Management Information System) The accounting system used by TAMU.

FMO - Financial Management Operations: A department in the Division of Finance. FMO provides accounting services and ensure financial compliance/accountability to Texas A&M University.

IRS W-9 Form: A tax form for the United States which certifies an individual's taxpayer identification number. This form is required by the SOFC when paying a new vendor for services or income.

Itemized receipt: Receipt with detail list of the items purchased.

Ledger: A book/spreadsheet in which the monetary transactions of an organization are posted.

Encumbrance: An amount of money that is reserved / placed on hold for a stated transaction that will be paid in the future.

Proof of Payment: An itemized receipt, original canceled check or copy (front and back required), or the credit card or bank statement showing payment.

Reconciliation: The process of comparing organizational account records to the reports generated by the SOFC to verify the accuracy of each.

Sub-Account Request: Sub-Accounts provide a way for organizations to group their funds and expenses around special projects or around income streams. How an organization divides their funds into sub- accounts is completely up to the organization.



Appendix B: Forms



Student Organization
Finance Center

DEPARTMENT OF STUDENT ACTIVITIES

SOFC Check Request

Student Organization Name:

Account Number	Sub-Account	Date (mmddyyyy)
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

SOFC Use Only	
E-Doc #	<input style="width: 90%; height: 20px;" type="text"/>
Voucher #	<input style="width: 90%; height: 20px;" type="text"/>
Ticket #	<input style="width: 90%; height: 20px;" type="text"/>

Payee Information

Make Check Payable to (information required)

Individual or Business Name:

Phone Number:

Mailing Address:

Select one

Mail to Payee Address

Pick up at SOFC

Direct Deposit (Will Default at Vendor Request)

TAMU Affiliation and Travel Authorization

TAMU Student*

TAMU Employee*

Not Affiliated

*UIN # if Affiliated

Travel Form Password
(Required for travel more than 25 miles from College Station)

-

Payment Information

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.

Student Organization Leader Signature

Phone: Date:

Faculty / Staff Advisor Signature

Phone: Date:

SOFC Signature(s) as needed

Phone: Date:

Description	Object Code	Amount
Travel	3410	<input style="width: 80%; height: 20px;" type="text"/>
Food	6339	<input style="width: 80%; height: 20px;" type="text"/>
Office Supplies	4014	<input style="width: 80%; height: 20px;" type="text"/>
Utilities	5025	<input style="width: 80%; height: 20px;" type="text"/>
Membership	5211	<input style="width: 80%; height: 20px;" type="text"/>
Services & Other Income	5453	<input style="width: 80%; height: 20px;" type="text"/>
Clothing	5755	<input style="width: 80%; height: 20px;" type="text"/>
Rent	5870	<input style="width: 80%; height: 20px;" type="text"/>
Other Expenses	6335	<input style="width: 80%; height: 20px;" type="text"/>
Items for Resale	6901	<input style="width: 80%; height: 20px;" type="text"/>
Total		<input style="width: 80%; height: 20px;" type="text"/>

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:

SOFC Credit Card Payment

Student Organization Name:			SOFC Use Only
Account Number	Sub-Account	Date (mmddyyyy)	E-Doc #
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Voucher #
			Ticket #

Vendor Information

Vendor Name:	<input style="width: 100%;" type="text"/>	Amount	<input style="width: 100%;" type="text"/>
Contact Name:	<input style="width: 100%;" type="text"/>	Phone Number, Website or Email Address:	
<input style="width: 100%;" type="text"/>			

Reservation Information

Reservation Made By:	Phone Number:	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Reservation Under/Guest Name:	From Date:	To Date:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Confirmation, Order, or Invoice Number:		
<input style="width: 100%;" type="text"/>		

Statement of purpose and benefit to the organization:
<input style="width: 100%; height: 50px;" type="text"/>

*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	
<input style="width: 100%;" type="text"/>	
Phone:	Date:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Faculty / Staff Advisor Signature	
<input style="width: 100%;" type="text"/>	
Phone:	Date:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
SOFC Signature(s) as needed	
Phone:	Date:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Date Encumbered:	<input style="width: 100%;" type="text"/>
SOFC Account Balance:	<input style="width: 100%;" type="text"/>
SOFC Cardholder Name:	<input style="width: 100%;" type="text"/>
Date Completed:	<input style="width: 100%;" type="text"/>
Object Code:	<input style="width: 100%;" type="text"/>
Actual Charge:	<input style="width: 100%;" type="text"/>
Re-Allocation Date:	<input style="width: 100%;" type="text"/>
FAMIS Post Date:	<input style="width: 100%;" type="text"/>
FAMIS Ref#:	<input style="width: 100%;" type="text"/>
E# Release Date:	<input style="width: 100%;" type="text"/>

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.*

Travel Form Password
(Required for travel more than 25 miles from College Station)

<input style="width: 100%;" type="text"/>	-	<input style="width: 100%;" type="text"/>
---	---	---

SOFC Notes:
<input style="width: 100%; height: 50px;" type="text"/>

Student Organization Finance Center 235 Koldus Student Services Building Mail Stop 1236 College Station, TX 77843-1236 (979) 845-1114
Services of the Student Organization Finance Center are supported by the University Advancement Fee

SOFC Transfer Request

Student Organization Name:

Account Number	Sub-Account	Date (mmddyyyy)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

SOFC Use Only

Approval:

Trans #:

Date:

Transaction Information

TO Account Name	To Account Number	Amount	SOFC Use Only
	<input style="width: 100%; height: 20px;" type="text"/> - <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	Object Code <input style="width: 100%; height: 20px;" type="text"/>
FROM Account Name	FROM Account Number		Object Code <input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/> - <input style="width: 100%; height: 20px;" type="text"/>		

Reason for Transfer:

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

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Student Organization Leader Signature	
Phone: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>
Faculty / Staff Advisor Signature	
Phone: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>
SOFC Signature(s) as needed	
Phone: <input style="width: 90%; height: 20px;" type="text"/>	Date: <input style="width: 90%; height: 20px;" type="text"/>

SOFC Notes

SOFC On-Campus Approval to Charge

Student Organization Name:

Account Number

--	--	--	--	--	--	--	--	--	--

Sub-Account

--	--	--	--	--	--	--	--	--	--

Date (mmddyyyy)

--	--	--	--	--	--	--	--	--	--	--	--

SOFC Use Only

E-Doc #

Voucher #

Ticket #

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@stuact.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:

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:

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SOFC Notes:

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SOFC Scholarship/Award/Donation

Student Organization Name: _____

SOFC Use Only

E-Doc # _____

Account Number	Sub-Account	Date (mmddyyyy)
_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _

Voucher # _____

Ticket # _____

Payee Information

Make Check Payable to

TAMU Affiliation (if payee is an individual)

Individual or Business Name: _____

Phone Number: _____ (Business) Tax ID Number: _____

Mailing Address: _____

Select one Mail to Payee Address
 Pick up at SOFC
 Direct Deposit (non-employee)

- TAMU Student*
- TAMU Employee*
- Not Affiliated - W-9 may be needed

*UIN # if Affiliated

Payment Information

Statement of purpose of the award: _____

Description	Object Code	Amount
Undergraduate Scholarship	5910	_ _ _ _ _ _ _
Graduate Scholarship	5915	_ _ _ _ _ _ _
Cash Award ¹	524_	_ _ _ _ _ _ _
Donation	5634	_ _ _ _ _ _ _
	Total	_ _ _ _ _ _ _

Student Organization Leader Signature

Phone: _____ Date: _____

Faculty / Staff Advisor Signature

Phone: _____ Date: _____

SOFC Signature(s) as needed

Phone: _____ Date: _____

¹Tax Withholding (required)

If your award is granted to a TAMU Employee, he/she may be subject to FIT, OASA and OAHF taxes.

- The organization approves additional tax be charged to their account in order for the recipient to receive exactly the amount specified.
- The organization does not approve additional tax charges and any tax should be withheld from the payment total.

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SOFC Notes:

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SOFC Direct Deposit Form

Student Organization Finance Center Direct Deposit Form

For TAMU Use Only: Aggie Buy: No Concur: No

Student Information:

Name: _____ UIN: _____

Address: _____

City: _____ State: _____ Zip: _____

Banking Information:

Bank Name: _____ Local #: _____

Routing #: _____ Account #: _____

Account Type: Checking Savings

Will these payments be forwarded to a financial institution outside the United States? Yes No

I have signatory authorization on the above account & hereby authorize Wells Fargo, on behalf of Texas A&M University-College Station, to initiate electronic entries to credit my account as I indicate above. I acknowledge responsibility for providing complete & accurate information on the authorization form & understand that TAMU may contact my financial institution to confirm accuracy of information. This however, I fully understand that TAMU must notify me on or before the settlement date & explain the reason for the reversal. I further understand that if changes occur in my account, i.e., switching deposit from checking to savings; closing account, changing banks, etc. It is my responsibility to contact the Student Organization Finance Center immediately.

Signature: _____ Printed Name: _____

When completed please return the form to the SOFC office: Texas A&M University, Student Organization Finance Center, Mail Stop 1236, College Station TX, 77843-1236 (rev 08/01/2014)

SOFC Documentation in Lieu of Receipt

Student Organization Name:

Account Number

Sub-Account

Date (mmddyyyy)

Transaction Information

Vendor Name:

Itemization of Purchase:

Amount:

Transaction Date (mmddyyyy)

\$

Reason for Missing Receipt:

Reason for Purchase:

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

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.*

Purchaser Signature

Phone:

Date:

Student Organization Leader Signature

Phone:

Date:

Faculty / Staff Advisor Signature

Phone:

Date:

SOFC Signature(s) as needed

Phone:

Date:

SOFC Notes

Student Organization Finance Center 235 Koldus Student Services Building Mail Stop 1236 College Station, TX 77843-1236 (979) 845-1114
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Reconciliation Form

Organization Name Account Number
Reconciling Statement Month
Reconciling Statement Ending Balance

Deposits **NOT** on Statement

Date deposited:	Amount:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Total Deposits Not on Statement (add)

Reimbursements or Payments **NOT** on Statement

Date turned in:	Vendor	Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Reimbursements or Payments Not on Statement (subtract)

Reconciled Balance

Balance as shown on Ledger

Financial Officer Signature _____ Date _____

Advisor Signature _____ Date _____

Attach a Copy of your Ledger