

Student Organization Finance Office

Policies and Procedures

Rev. 4 – September 2010



Dear Reader:

This new edition of the SOFO Policies and Procedures Handbook was revised with you in mind—you the student group officer, the account/group executive, the campus adviser, the faculty/staff adviser, and you the student in general. The impetus behind this revision is our desire to improve the customer service and communication components within our overall responsibilities to student organizations. How successful we have been in doing so depends on you and the questions and concerns that you bring to us, as well as the special issues that arise during the regular academic year.

Though still instructional in nature, gone are the “you must...don’t” rules found in previous handbooks. In their place, you will find general considerations, transaction descriptions and “best practices” recommendations. We hope that the changes we’ve made will help you in your service to your student organization.

Best wishes,

Judy McHugh, General Manager
Norris Business and Finance

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STUDENT ORGANIZATION FINANCE OFFICE

INTRODUCTION

The Student Organization Finance Office (SOFO) provides financial training and banking services to student organizations registered at Northwestern University. These services include: account creation; fund security; a wide selection of transaction options; an interface with the University's accounting system; and reporting.

For a registered student organization to enjoy the numerous benefits that an affiliation with Northwestern provides, it must meet various requirements—University, federal and local—and be subject to the restrictions that accompany them. SOFO assists its student organization clients by providing the necessary information and transparent financial structure necessary to fulfill these requirements. To maintain the integrity of this structure, all of a participating organization's funds must be deposited within its SOFO account.

Client Organizations are prohibited from having any financial accounts—e.g., savings or checking accounts—outside of the SOFO “banking” structure.

This handbook was written to assist student organizations in maintaining fiscally sound practices that comply with University rules and regulations. SOFO users are required to follow the policies and procedures contained within. Questions regarding the material may be directed to the SOFO Coordinator and staff at 847-491-2328, or emailed to sofo@northwestern.edu.

SOFO ACCOUNTS

OPENING AN ACCOUNT

To open an account at SOFO, a student organization must first be sponsored by the University through one of the following eight bodies:

1. Associated Student Government—ASG
2. J.L. Kellogg School of Management—GMA
3. Student Affairs: University Residential Life
4. Student Affairs: Office of the Vice President
5. Student Affairs: Multicultural Student Affairs
6. Student Affairs: Religious Life, Office of the Chaplain
7. Department of Athletics and Recreation
8. Any academic department within the University

Most undergraduate and graduate student organizations will also need to register their group within Wildcat Connection (<https://northwestern.collegiatelink.net/>), Northwestern's student organization directory. In fact, in order to maintain an accurate accounting of the student groups on campus, a presence in Wildcat Connection is generally a prerequisite to applying for an account. It is through Wildcat Connection that student organizations can download a SOFO Account Application and, once completed, upload it for submission.

AFFILIATION AND ADVISING WITH REGARD TO SOFO ORGANIZATIONS

A student organization must be formally affiliated to the University to open an account at the Student Organization Finance Office. University affiliation may be granted by any Northwestern department willing to sponsor a group of students who share a particular interest or purpose. Inherent in the sponsorship of a student organization is a department's formal statement of support for the organization's mission and a willingness to provide assistance to the students in their fulfillment of this mission. Though sponsorship may include some level of funding, the only financial support that may be required of a sponsoring NU entity concerns the transfers of balances or deficits resulting from the dissolution of an inactive account.

A student organization may receive funding from various entities, internal or external to the University, and not receive any funding from the NU department that sponsors it. Regardless of the number of departments that may wish to support a student group, only one may be listed as primary. This is true because, in addition to providing assistance to a student organization, **as representative of the greater University, a supporting department also assumes the responsibility of establishing an oversight structure sufficient to ensure that the organization is acting within the ethical, procedural, financial, and political guidelines set by Northwestern.**

Oversight of a group is performed by the advisor, a Northwestern employee who agrees to be available to the organizations they advise. Advisors do not have to be staff members of the specific unit that provides the sponsorship, but should understand that they represent the objectives of that department and the greater University with respect to the student organizations. Oversight should not be interpreted as requiring advisors to involve themselves in their groups' daily administration. However, a student organization should be in sufficient contact with the advisor to ensure that it is taking advantage of all the University resources (tax-exempt status, scheduled meeting spaces, etc.) it has available and that it is operating within the department's and Northwestern's policies and procedures.

With respect to financial transactions, advisors must verify that **expenditures are meeting University standards** and that their groups are following SOFO's policies and procedures for proper record keeping, transparency and reconciliation. To complete the transactions associated with these expenditures, SOFO relies on advisors to attest to their propriety by signing the documents that support them. Advisor signatures are verified at SOFO according to transaction type (see below).

Transaction Type	Documents Requiring Advisor Signature
Reimbursement	Paid invoices, original receipts, etc.
Payment (non-contract)	Unpaid invoice, folio, etc.
Payment (contractual)	Voucher, copy of executed contract submitted as documentation
Debit card	Application, voucher (activation/reloads)
Check Advance	Voucher request
Transfers	Voucher
Reconciliation of Check Advance	Paid invoices, receipts, etc.
Reconciliation of Debit Card	Reconciliation, printed statement, paid invoices, receipts, etc.

DATE _____

SOFO ACCOUNT APPLICATION

ACCOUNT NAME (ALIAS): _____

DESCRIPTION OF ORGANIZATION: _____

PRIMARY SOURCE OF FUNDING (e.g., fundraising, dept. support): _____

ACCOUNT TYPE: PERMANENT TEMPORARY (For fiscal year 2014-15; to be closed by _____)

ORGANIZATION OFFICERS:

PRESIDENT _____
(PRINTED NAME) (SIGNATURE) (DATE) (E-MAIL ADDRESS)

TREASURER _____
(PRINTED NAME) (SIGNATURE) (DATE) (E-MAIL ADDRESS)

NU ADVISOR _____
(PRINTED NAME) (SIGNATURE) (DATE)

(DEPARTMENT NAME) (PHONE NUMBER) (E-MAIL ADDRESS TO BE ADDED TO SOFO LISTSERV)

A student organization must be formally recognized by the University. Recognition may be granted by any Northwestern department willing to sponsor a group of students who share a particular interest/purpose. Inherent in this recognition is the department's approval of the organization's mission and a willingness to provide assistance to the students in their fulfillment of this mission.

RECOGNIZING AUTHORITY:

The organization will be recognized by:

- ASG ATHLETICS RESIDENTIAL LIFE MULTICULTURAL STUDENT AFFAIRS
- CHAPLAIN KGSM V.P. OF STUDENT AFFAIRS THE GRADUATE SCHOOL
- OFFICE OF FRATERNITY AND SORORITY LIFE ACADEMIC DEPT _____

DEAN / VP _____
(PRINTED NAME / TITLE) (SIGNATURE) (DATE)

(DEPARTMENT NAME) (NU FINANCIALS DEPARTMENTAL FUND-DEPTID-[PROJECT-ACTIVITY]-IF APPLICABLE) (PHONE NUMBER)

-All accounts held with the Student Organization Finance Office are subject to the Policies and Procedures found in the SOFO Handbook and must be reconciled on a regular basis throughout the life of the organizations they serve. Should a group's officers decide to close its account, all line items within the account must be:

1. Reconciled with regard to any outstanding bills, payments, and check advances.
2. Cleared of any deficits to achieve a zero balance.
3. Listed in a letter of intent, documenting for SOFO, the officers' request to close the account. It must bear the signatures of the current treasurer, president, and advisor. SOFO will send confirmation emails to all interested parties.

-Temporary Accounts must be closed by the end of the fiscal year in accordance with the items listed above. If this is not done, the account will be closed and balances (deficit/credit) will be posted to the Recognizing Department on file.

-If an account is inactive for at least three consecutive years, any remaining balance will revert to the Recognizing Department, upon determining that the organization's specific source of funding (e.g., SAFB, Residence Halls, etc.) is no longer active or viable.

-----For Office Use Only -----

SOFO Account No. _____ SOFO Approval: _____ Date: _____

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Regardless of the group's organizational structure (e.g., finance committee, co-chairs, etc.), once recognized, it chooses two individuals to serve as its president and treasurer. These are the only organization representatives with whom SOFO may conduct business. The president and treasurer must authorize financial transactions by signing a voucher—the primary form for requesting transactions at SOFO—for each transaction.

Both officers, the organization's University faculty/staff advisor, and the Dean/VP of the sponsoring NU department are needed to complete the application. The Dean/VP supporting the group's creation must enter the department chart string that will be financially responsible should the account go inactive account for three years. Either officer may submit the completed application to SOFO for verification and acceptance through the Wildcat Connection portal. Upon acceptance, the organization's financial account created and assigned an account number (see "Your Account Number," below. This account must then be activated before any transactions can take place from it.

SUBMISSION OF SOFO ACCOUNT APPLICATION

How an organization's SOFO account application is submitted depends on two conditions:

1. Whether the organization is a student group or NU department.
2. Whether the student group has already registered on Wildcat Connection for the current academic year.

The creation of SOFO account starts with the submission of the application form. The application is NOT an online form to be filled out by computer. For student groups, it must first be downloaded and printed from the Student Organization Finance Office (SOFO) web page on Wildcat Connection (see instructions below). Once manually completed and signed by all appropriate parties, student organizations must scan the form and upload it in the manner described below, according to the group's registration status with Wildcat Connection.

Preliminary Steps for Submitting a SOFO Account Application

1. Log in to <http://www.wildcatconnection.northwestern.edu>. If this is your first time doing this, you may need to enter some personal information.
2. Click on the **Organizations** link in the purple menu bar under the Wildcat Connection image.
3. Click on the Search link within the navigation column on the left side of the screen and enter **SOFO** in the text box that appears; click **Go**.
4. Click on the **Student Organization Finance Office (SOFO)** group link and then the **Documents** link appearing within the navigation column on the left side of the screen.
5. Click on the **SOFO Account Application** link to download the form to your computer.

6. Print and complete the SOFO Account Application form. Completion includes obtaining the signatures of the group's advisor and that of the head of the NU entity providing the group recognition.
7. Follow the instructions on the next section that is applicable to your student organization.

Student Groups Who Need to Register on Wildcat Connection:

8. Gather all additional documents necessary and specific to the Wildcat Connection registration process. Once the registration documents and the SOFO Account Application form are complete, scan them into PDF format.
9. Log in to <http://www.wildcatconnection.northwestern.edu/>
10. Click on **Organizations** link in the purple menu bar under the Wildcat Connection image and search your organization. Below your organization should be a button to click that says **Register this Organization**. Note: If you cannot find your organization please contact wildcatconnection@u.northwestern.edu for further assistance.
11. Go through the steps to register your student group.
12. Make sure to add all group members to your roster so your group can be part of their involvement record.
13. The last page asks you to complete additional questions and the last question asks you to upload your SOFO form.
14. Look for an e-mail that confirms your submission.

Student Groups Already Registered on Wildcat Connection:

If your group has already registered on Wildcat Connection (WC), there is no **Register this Organization** button on the group WC website. Therefore, you will not be able to upload your SOFO Account Application as part of the Wildcat Connection registration process. Instead please complete the following steps:

8. Log in to <http://www.wildcatconnection.northwestern.edu/>
9. Go back to the SOFO group page (<http://northwestern.collegiatelink.net/organization/sofo>) and click on the **Forms** tab on the navigation column on the left side of the screen.
10. Click on the **SOFO Application Upload** link followed by a click on **Upload File** button.
11. Find the PDF file of the completed SOFO Account Application on the computer, by clicking on the **Browse** button.
12. Once the file is selected, click on the **Ok** button within the **Upload File** dialog box.
13. Look for an e-mail that confirms your submission.

If you have any questions or issues with Wildcat Connection please contact wildcatconnection@u.northwestern.edu

NU Staff/University Departments with SOFO accounts:

Staff “president” or “treasurer” should submit a completed SOFO Account Application directly to SOFO. Please contact us to have a form sent to you by e-mail. Wildcat Connection does not support departmental registrations at this time.

YOUR ACCOUNT NUMBER

Each organization has one account and a corresponding 9-digit account number that mirrors the organization’s allocation/activity structure. All account numbers follow the **200x-yyy-zz** format, where **x** represents a single-digit variable that distinguishes the several headers used within SOFO’s hierarchy of account numbers—these include: 2001, 2002, 2003, 2004, 2005, 2007 and 2012. **yyy** is a 3-digit number that distinguishes one organization’s account from others, often, though not always, within a particular authority—for example, Quinol Hall (account no. 2003-022-00) and Greene Hall (account no. 2003-045-00) are different organizations with their own individual accounts, but under the authority of University Residential Life. **zz** is a 2-digit number that represents a particular subdivision, or **line item**, within an account. Every student group has an **-00** line item by default.

For many organizations, an account without subdivisions is sufficient to transact all of their business—deposits, transfers, and payments. For some student groups, however, account subdivisions are necessary to track specific fund inflows and outflows. As a result, these organizations may request that their accounts be divided into line items—e.g., in addition to the **-00** line item seen earlier, the Quinol Hall account has a separate **-01** line item for an RC Equipment expense.

Line items are to be used to cover any payments initiated to outside vendors or billed by University departments through the NU FINS (Northwestern University Financial System). Once created, they must be funded. Payments cannot be processed if a line item does not have the funds to cover the expenditure. This is true regardless of the funds available in other line items within the organization’s account. See [NUFINS Transfers, p. 46](#), for detailed information on paying or receiving funds through NU FINS.

SAF-Funded/ASG Student Organizations

Because of the relationship some student groups have with the Associated Student Government as A- or B-Status organizations, their accounts are automatically created with multiple line items. For these groups, their **200x-yyy-00** account/subdivision is used to record “Outside Income”—that is, funds not subject to ASG oversight. Their **200x-yyy-01** account/subdivision is designated as their “General Funds” line item, where all cash/check inflows must be deposited before being distributed to other line items. University-based transactions are charged to an organization’s “NU FINS” line item, **200x-yyy-50**.

For B-Status organizations, all money allocated to the group by the Student Groups Committee is deposited into the **200x-yyy-02** line item

Student officers should place their organization's complete 9-digit account/line item number on all paperwork to ensure that accounts are correctly credited and debited. Transaction requests (vouchers) with incomplete account numbers or missing line item digits will not be processed.

Because an organization's finances reveal so much of its internal workings, SOFO is careful to maintain its funds in trust by keeping balances and activity in strict confidence. We ask that organization officers not diminish this trust and not share account numbers. Doing so could have potentially adverse consequences on the balances of the organization, not only in the year when the number is revealed but as long as the receiver of such information remains at the University.

ACTIVATING AN ACCOUNT

Transactions, particularly payments, reimbursements and transfers, can only be made from an activated account. Therefore, when opening an account, or at the beginning of each school year, the treasurer's first order of business is to:

- ENSURE SIGNATURE CARDS ARE CURRENT AT SOFO: Signature cards are an important means by which SOFO performs its fiduciary responsibility to its client student organizations. Each organization's funds are held in trust by SOFO and are only disposed of upon verification of the authority given for a transaction to occur. As a result, signature cards must be created when opening a new account; maintained throughout the life of the organization; and updated as soon as changes occur.

Since all transactions must bear the signatures of the organization's president and treasurer—it falls to both officers to keep SOFO informed of any changes to their individual information or the organization's administration. Officers must complete the cards in the presence of a SOFO representative to ensure that no unauthorized change in the group's administrative financial authority occurs.

An officer's signature attests to her or his acceptance of all SOFO and University guidelines pertaining to the use and maintenance of the SOFO account. By signing the cards, the officers are also authorizing their inclusion on the SOFO listserv. When a change in president or treasurer does occur, the new officer and his/her predecessor (the outgoing officer) must proceed to SOFO to sign the organization's new signature card.

Both the treasurer and president are personally responsible for the funds within the organization's account, and as a result, each should complete the signature card for their position only upon reviewing the account activity and documentation; agreeing with the reconciled account balance; and understanding the terms and responsibilities they are assuming in their new positions. It is important to note that personal responsibility includes making up shortages or deficits using one's own personal finances.

SIGNATURE CARDS

Note: Incoming and outgoing officers do not have to sign the cards in each other's presence. The outgoing officer signs and dates under **Outgoing Treasurer/President Signature**.

SOFO SIGNATURE CARD		
	-	
STUDENT ORGANIZATION NAME		ACCOUNT NUMBER
Advisor Name: _____ Advisor E-mail: _____		
By my initials, as TREASURER of the organization listed above, I accept and certify that:		
<input type="checkbox"/> 1. As a member of the University community, I will exemplify Northwestern's principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on and beyond campus.		
<input type="checkbox"/> 2. I will not carry out nor authorize any financial transactions until I meet the training requirements established by the Student Organization Finance Office (SOFO). I understand that it is my responsibility to learn the SOFO Policies and Procedures (available on-line at http://www.norris.northwestern.edu/services/sofo/) and to ensure that my fellow student group members are, not only aware of them, but also compliant with their requirements.		
<input type="checkbox"/> 3. I am responsible for all financial transactions of this organization during my term and will only conduct transactions that fulfill the group's charter/mission.		
<input type="checkbox"/> 4. I will not, under any circumstance, authorize any individual to sign my name on vouchers or formal communications. I will be available to initiate such transactions personally, by my own hand and signature		
<input type="checkbox"/> 5. I will be held personally liable for any transaction I authorize that is in violation of SOFO policy or is not in accord with my organization's bylaws.		
<input type="checkbox"/> 6. I will not sign nor sanction the use of personal funds to pay any contracts on behalf of the organization or Northwestern University.		
<input type="checkbox"/> 7. The items above are in full effect until I reconcile the account under my care, a new organization treasurer is in place, and I formally transition from my position with my signature.		
<input type="checkbox"/> 8. I will be conscious of my responsibilities to our members and vendors, and process reimbursement and payment requests quickly, generally well before required submission deadlines.		
Name (Print): _____ Phone (Primary): _____		
Signature: _____ Date: _____		
Primary E-mail: _____ Netid: _____ Graduation Year: _____		
Security question: What is your _____? Answer: _____		
As the Outgoing Treasurer , I affirm that the organization's finances are in order, its accounting record is complete, and that I have taken all appropriate measures to transition _____ as the new treasurer. I understand that should financial issues, that originated during my term as treasurer, arise subsequent to this transition, I will work with the student organization and SOFO to resolve them.		
Outgoing Treasurer Signature: _____ Date: _____		
<i>For Office Use Only</i>		
Received on: _____	Database: _____	Scanned: _____

- RECONCILE THE LEDGER: For an organization to initiate transactions, it must be on solid footing with respect to its internal bookkeeping records (“ledger”) and the activity and balances reflected in the SOFO system. Account balances, in the form of audit trails, may be requested at the SOFO service counter. Treasurers should review, record and compare these balances with their ledger at the end of each quarter. Discrepancies between the ledger balance and the statement balance should be resolved by paying any outstanding bills and clearing any deficits or outstanding “check advances.”

For new accounts, reconciling the ledger will most likely consist of verifying that zero balances are reflected in an organization’s records and those of SOFO.

If the treasurer did not fully transition in the spring quarter, the following items may still be pending:

1. Study and review of the SOFO Training Prezis.

[SOFO New Account Procedures](#)

[People and Your Account SOFO](#)

[Account Maintenance SOFO](#)

[Transactions](#)

[Cashier’s Office Training](#)

2. Download and completion of the [SOFO Quiz](#). All questions can be answered by reviewing the training Prezis and this handbook.
3. Review of the training dates listed on the SOFO [website](http://www.northwestern.edu/norris/services/sofo/index.html) (<http://www.northwestern.edu/norris/services/sofo/index.html>), **to list the dates on the completed quiz**. Note: Officer only needs to attend one session.
4. Submission of the quiz to be graded by a SOFO financial assistant. A score of 100% is necessary for the financial assistant to enroll the group officer in the selected training workshop. Training dates are filled on a first come, first served basis.
5. Participation in the scheduled SOFO training workshop.

FROZEN ACCOUNTS

“Frozen status” is an account designation whereby a student organization is severely restricted in the kinds of business it may transact. The status is usually assigned as a stop measure when an organization is identified as having ignored procedures. Officers representing a frozen group are not allowed to initiate transfers (unless intended to clear a deficit); request that checks be issued; put tickets on sale at the

Norris Box Office service run through the Norris Center Desk; or make reservations through the Norris Event Planning/Management Offices. Only deposits to the accounts are allowed.

Frozen status is intended as only a temporary classification—usually until some prescribed action is performed, or information is presented to the entity that prompted the assignment. Accounts will be frozen for the following reasons:

- One or both officer signature cards have not been submitted to SOFO;
- A Treasurer has not yet taken and passed the SOFO quiz;
- A Treasurer has not yet attended a training seminar;
- An account has not been activated for the new fiscal year;
- Ledgers have not been reconciled for a previous quarter (including the summer)
- The account, as a whole, or an individual line-item is in deficit
- A check advance is outstanding and not reconciled for more than 30 days
- A group debit card activity has not been reconciled for the previous 30-day cycle
- The group's advisor, or recognizing body, requests that the account be frozen
- A Norris Center department requests the group be frozen and specifies cause

When an account is frozen for a violation of SOFO or Cashier's Office policy, the student officers must show a good faith effort to implement measures within their group to prevent the violation from recurring. The effort must be documented.

Violations of University policy, organizational/financial mismanagement, or a failure to act within an officer's area of responsibility may require intervention by University officers and process within conduct systems. Depending on the severity of the violation, remediation may involve removal of the officer(s), suspension of some or all organizational functions, or the dissolution of the student group as a registered member of the University community.

ASG-Funded Student Organizations

Account executives (AEs), or Group Executives (GEs), acting on behalf of ASG, may freeze an account if the group is involved in a misconduct investigation or as a result of ASG sanctioning procedures.

DORMANT ACCOUNTS

When an account is opened, the statements found within the **Description of Organization** section of the application serve as binding articles of organizational purpose and conduct. In other words, the applicant officers and SOFO agree that upon the group's acceptance, the organization will be **active** along the parameters of this description.

Active, with respect to SOFO, means that officers transact business to and from their group account. Because much of the reporting that SOFO must perform for accounts with no activity is the same as those with transactions, inactive accounts may actually result in inefficiencies within SOFO's balance sheet.

To avoid these inefficiencies SOFO “ages” accounts with respect to inactivity. This means that SOFO tracks how long an account goes unused. If an account does not reflect any transactions for two full and consecutive quarters, it is placed on **dormant status** and the funds are placed on hold. No officer-initiated transactions are possible under this designation.

At the beginning of an account’s third quarter of inactivity, the account advisor and officers on record will be contacted to inform them of the potential change in account status. The officers will have seven business days to respond and submit a memorandum explaining the inactivity and their intentions with regard to the account’s future viability. At this time, the officers may request that the account remain active or begin taking steps to close it.

Once an account is designated dormant, its officers must re-apply for the account to regain full transactional privileges. Its balance remains intact within the account unless NU FINS charges are applied after the dormant status is assigned.

Regardless of status, University charges will always be withdrawn from accounts.

CLOSING AN ACCOUNT

If an organization wishes to close its account at SOFO, the following actions must be taken:

1. All outstanding bills, payments, and check advances are reconciled.
2. All deficits are cleared so that all the line items have a zero balance.
3. A letter is presented to SOFO requesting that the account be closed. The letter must have the signatures of the current Treasurer, President, and Advisor. SOFO will send a verification email to all parties.

Should an organization dissolve without properly closing its SOFO account, any remaining balance(s) or deficit(s) will transferred to the overseeing department—using the chart string noted on the account application. This would not happen until a period of at least three years of inactivity passes. If no specific source of funding can be determined to be active and viable, remaining balances may also be reverted to the SOFO General Fund.

FUND RESTRICTIONS

The funds that student organizations use, whether earned through fundraising or received by allocation, are restricted by the organization's charter, governing authority and University policy. The more general restrictions include:

Student organizations at Northwestern University are not allowed to establish or maintain off-campus banking accounts without specific authorization from the University Treasurer's Office.

Undergraduate student groups may not use organizational funds to purchase alcoholic beverages, tobacco products or related items.

All donations or fundraising by registered student organizations on behalf of third parties must be vetted by the University before such activities are scheduled or occur.

Student organizations at Northwestern University may not use organizational funds to support any candidate for political office.

SAF-Funded/ASG Student Organizations

Student groups that receive any funding from the Student Activities Fund are subject to additional fund restrictions. Questions regarding these restrictions should be directed to the organization's Account/Group Executive, the ASG Financial Vice President, or the ASG Vice President for Student Groups. SAF funding guidelines are also available from ASG.

DEFICIT BALANCES

A deficit is an over-commitment of resources by an organization. It may reflect a breakdown in communication within an organization or with vendors, poor planning, or a timing issue out of their control. Student officers should try to anticipate problems by ensuring that: they know what the institutional deadlines are and that their group's benchmark dates are set well before these deadlines; all their members are aware of the spending and documentation requirements—prior to authorizing them to make purchases on behalf of the organization; and they avail themselves of the resources (including SOFO) at their disposal in the early planning stages of an activity.

A negative balance in any line item is generally enough to warrant that all of an organization's line items be placed on frozen status. Having sufficient funds in one account to "cover" a negative balance in another is not considered an appropriate way of maintaining a group's finances.

SOFO checks balances before removing funds from accounts. If an officer's requested transaction would place the account/line item in deficit, the transaction is placed on pending status and the officer is informed of the situation. It is the responsibility of the officer to cover the withdrawal by initiating a transfer to the account/line item in question or to cancel the transaction.

Documents will remain in pending status seven business days from the day an officer was first contacted about the situation. If an officer from the group does not settle the matter within the allotted time, all documentation associated with the requested transaction is placed in the group's mailbox (See page [16](#)).

Deficit Spending

Though negative balances generally reflect badly on an organization's officers, sometimes they cannot be avoided. This is true for groups that receive funding from University sources or expect revenues processed through Northwestern's financial system (NU FINS). Timing issues associated with University-based inflows may make it necessary for SOFO to authorize student organizations to **deficit spend**—to spend from an account with insufficient funds, or one with even a negative balance.

Organizations needing to deficit spend should contact the department that is providing the funding and request that a Journal ID reference number of the approved transfer be sent to SOFO. Promissory e-mails from departments or organization advisors are not acceptable forms of documentations to deficit spend.

Even though an organization is approved to deficit spend, it will not be allowed to spend more than the funds anticipated. Treasurers must still keep close tabs on their organizations' bottom line.

DISPOSITION OF END OF YEAR BALANCES

SOFO operates on a fiscal year that begins on September 1 and ends on August 31. For the majority of accounts, the transition from one fiscal year to another is not of any concern.

SOFO audit trail balances reconciled at the end of Spring quarter will likely be the same as those at the beginning of the next Fall term. When they are not, this is more than likely the result of University charges that were posted toward the end of the University accounting cycle (in August or September). These charges, however, should appear in the group's ledger and should have been anticipated.

To transition from the end of one accounting cycle to the beginning of another, SOFO creates a new fiscal year and "rolls over", or transfers, account number and balance information in the process. Upon returning from summer vacation, student officers should verify that their balances in early fall are the same as that of the previous Spring. This may not be the case if transactions posted to their account after they left the University in June. For this reason, student organizations are required to also reconcile for the summer term and account for the new balances—by transaction, reference number, and supporting documentation.

SAFC-Funded Student Organizations

Student organizations that receive any funding from the SAFC will find that 3% of the revenue earned from those funds and any unused allocations have been removed from their accounts in accordance with SAFC guidelines.

LEDGER RECONCILIATION

As stated earlier, the recording of transactions provides the means to assess the financial health and viability of a student organization, as well as the extent to which the group's activities are in line with its mission, its funding parameters, and the University's policies. The reconciliation, or verification, of these records, in turn, is necessary to provide some assurance regarding the accuracy of the group's account ledger balance(s) when compared with the corresponding funds held in trust on the SOFO financial system.

On a quarterly basis, student treasurers must come to SOFO and work with a staff member to compare the transactional account balances listed on their ledger books (or accounting software printouts) with those appearing on SOFO's Audit Trails for their accounts. Once all discrepancies between the two account representations are identified and corrected, or explained, treasurers must sign a statement as to the accuracy and comprehensiveness of their records and the reconciliation that was performed.

In this process, both treasurer and SOFO compare account balances for the organization's General Funds (-00) account and any other line items that may exist. If balances match, SOFO examines the transactional congruity between a number of entries in the organization's ledger and their corresponding entries on the audit trail. With no discrepancies in the organizational record, the treasurer and the SOFO staff member sign and date the Account Reconciliation Form.

If differences are found in account balances or transaction amounts, the treasurer must determine the nature of the discrepancies. Discrepancies, or “Reconciling Items,” generally fall under two categories:

1. Differences due to transactions known to the treasurer but not to SOFO
2. Differences due to postings unknown to the treasurer.

When transactions have occurred that are not yet on the SOFO record, timing issues are often involved —e.g., information for a deposit is in process and has not been received from the Cashier’s Office or the documentation for a charge is awaiting publication in the University’s monthly budget reports. In such cases, the treasurer should list and total the transaction amounts as *Transactions recorded in the organizations ledger, but not yet posted to the SOFO account* of the reconciliation form. At this time, the group should present its copies of the receipts or invoices associated with the discrepancy to SOFO.

When an organization’s audit trail reflects transactions not in the group’s ledger, the treasurer must ascertain the validity of the transactions by requesting that SOFO verify the appropriateness of the postings. If they are determined to be correct, the treasurer should request documentation from the entities that added or charged the organization’s account and, upon receiving them, summarize the necessary corrections as *Posting errors on audit trail* of the reconciliation form. Keep in mind that this summary does not substitute for actually performing the corrections.

An account is not reconciled until all discrepancies are accounted for and the necessary corrections have been made on the organization’s ledger or in SOFO’s accounting system.

OFFICERS AND THE CONSTITUENCIES THEY SERVE

The responsibilities student leaders agree to take on when becoming officers are numerous and often unclear at the outset. The most apparent are that of representation and facilitation—officers represent the organization within the University and facilitate its activities within the scope of its charter/mission. In fact, these two responsibilities are much broader and encompass a greater number of constituencies than one might first think.

Although it may often seem like a “we, the students” vs. “them, the University” situation, in fact, it is quite the contrary. Officers not only represent their organization’s membership, but their actions also reflect back to the authority that recognizes the group—for example, student-sponsored events may be looked upon as Northwestern-sanctioned events.

An organization’s existence is the product of a coming together of not only individual students but also of student government, University departments, faculty, staff members and Northwestern’s administrative body. By not realizing the extent to which the existence of an organization depends on other constituencies, an “us” vs. “them” mindset can surface to the detriment of the student group.

The privileges—e.g., tax exempt, non-profit status—that the University holds and that it shares with recognized student organizations are not absolute, irrevocable or free. Governmental guidelines, as well as generally accepted accounting principles, require that records be kept and rules followed. These are the costs. This is true for University departments and student organizations. The current system that is in place has been designed to protect the privileges and fiscal wellbeing enjoyed by every recognized student organization.

Student organizations, advisors, organizational governing bodies, academic departments and Northwestern are SOFO’s constituencies. With this in mind, SOFO reconciles its own internal operations with the policies and procedures instituted by the University and these other parties. It does this to provide student organizations with a cohesive and comprehensive framework that allows them to achieve their goals and objectives expeditiously within the University system.

MEETING THE RESPONSIBILITIES OF OFFICE: AN OVERVIEW

While procedures are usually specific to the type of activity or transaction an organization wishes to initiate, there are general principles that officers should consider when acting in their official capacity. These include:

1. Detailed and easily accessed records serve four functions:
 - a. They provide officers and advisors with an accurate picture of the organization’s current financial condition. This allows them to assess the extent to which the group is meeting its objectives as specified in the organizational charter (mission statement).

- b. They provide auditing bodies the information needed to test the adequacy of systems within the organization and, as a result, provide justification for continued recognition of the student group.
 - c. They attest to the student organization's (and by association, the University's) compliance with the guidelines required by different governmental/regulatory bodies.
 - d. They give future officers comparison data useful in planning.
2. Officers should review each transaction and its supporting documentation before attesting, by signature, to their appropriateness.
 3. Though responsibility for purchases on behalf of a student organization may be delegated to organizational members, the responsibility for ensuring that these purchases are in compliance with University/SOFO policies remains with the current officers. The treasurer, in particular, should maintain internal educational and compliance systems to ensure that all members are aware of the policies and procedures that the organization is required to follow.
 4. Officers should emphasize to members, that participation in the group does not require the outlaying of personal funds on purchases for the organization and its programs. However, should unforeseen circumstances arise, where the group is faced with a lack of payment alternatives due to the specific nature of an event, a member may be authorized to use personal funds provided that the treasurer reviews reimbursement requirements with the member and initiates the reimbursement process with SOFO shortly after the purchase is made.
 5. Though **student officers** possess considerable autonomy with regard to the disposition of their organization's resources, they **do not have the authority to enter into contracts**. Only designated University personnel may sign contracts, and this, only after receiving approval by University counsel. **(For more specific information on contracts, see page)**
 6. Contracts notwithstanding, the authority that officers possess over their organization's activity is considerable. This authority is formally acknowledged through a group's signature cards and vested primarily in the handover of financial information from one officer to another. This is particularly true with respect to account numbers. Control over an organization's finances comes down to knowing its SOFO account number.

Officers who give their group's account number to others—to make deposits or purchases—are in effect reducing their financial control and minimizing the authority they were entrusted with upon election. Though expedient and possibly only a "one time" thing, the person, who received the account information, could potentially use the number for his or her personal expenses (e.g., purchasing books at the Norris Bookstore) over his or her remaining years at Northwestern. Officers should internalize the fact that some decisions made today may impact the group positively or negatively for years to come.

7. **Rules were NOT made to be broken.** Procedures are formulated to help as many student organizations, as efficiently, as possible. They evolve depending on the current reality. They are abandoned when they no longer serve the student organizations and their recognizing authorities. Policies are always subject to review when they are shown to be lacking, misapplied or not accomplishing what they were intended to accomplish.
8. The authority to make exceptions to policies and procedures lies within the body that creates them—e.g., while the Cashier’s Office may have the authority to waive a late fee due to extraordinary circumstances, it cannot waive the 30-day processing term or the \$50.00 fee required for filing a permit with the City of Evanston.
9. The organization’s advisor is an important resource. Both an advocate for the students and a representative of the University, the advisor’s input can often help officers broaden their perspectives on projects, while her or his signature on documentation expedites the transactions that support them.
10. Rather than being surprised by prerequisites, officers should try to anticipate them by investigating what they might be well before the activity goes on or the transaction is necessary. Frequent contact with the Center for Student Involvement, SOFO, the Cashier’s Office and the Box Office, may help establish relationships that can assist officers in planning and anticipating needs and requirements.
11. Outgoing and incoming officers should ensure orderly administrative transitions by completing and filing the appropriate forms with SOFO in a timely manner, with both current and succeeding officers present.

“...detailed and easily accessed records.”

Record keeping is among the most important responsibilities that a treasurer assumes and yet one that is so deceptively simple, that it receives little attention in terms of training. Two issues that every treasurer must address are:

Who am I keeping the group’s records for? Who will use them?

What should I be saving? What is an appropriate level of detail?

These are significant because a treasurer cannot go about tracking the organization’s activity without addressing them in some manner, explicitly, or as is more often the case, implicitly by the actual record keeping performed. Are the records kept in a highly personal manner—one that may make perfect sense to the treasurer but would not be so obvious to someone else? Are copies of backup documents made, kept and stored in file folders set apart for the organization’s exclusive use?

Because the uses of a group’s financial information may be as varied as the entities that may need them, student organizations should consider maintaining two forms of records—detail and summary. In fact, this type of record keeping is employed by SOFO to document the transactions it performs for its 400+ client organizations.

Original vouchers, receipts, invoices, etc.—the detail—are stored along a University retention schedule. The audit trail, mentioned earlier, serves as the summary.

With regard to a group's detail, copies of all vouchers and supporting documents—everything that is necessary for the transaction to happen in the first place—should be stored by quarter/date of submission, and kept for as long as the organization/advisor deems necessary. A minimum of two years is recommended. The detail serves as a secondary source of organizational data and assists with identifying transactions not easily discernible from the summary.

RESOURCES AVAILABLE TO STUDENT ORGANIZATIONS

SOFO MAILBOX

When an account number is assigned to a student organization, a “mailbox” is also created for the group. This mailbox is actually a folder, located in the SOFO, used as a repository for any and all documentation generated as a result of transacted business with the organization. The documentation found in a mailbox may include: monthly audit trail statements; invoices; verified and corrected deposit slips; copies of checks (i.e., payments, reimbursements and check advances); notices of transactions initiated on the account; and deposited checks returned for errors or non-sufficient funds. Mailboxes should be checked regularly to ensure that time sensitive information is handled expeditiously. *Groups may have other mailboxes—apart from the one in SOFO—at the Center for Student Involvement (CSI) or ASG offices.*

AUDIT TRAIL STATEMENTS

Once activated, an account will begin generating a record of activity culminating in an audit trail statement—a detailed report of the transactions that occurred in the organization's account during the previous month. This statement is available upon request at the SOFO service window. Audit trails should be compared to the group's ledger and any questions, concerns, or errors should be immediately reported to SOFO or corrected by the treasurer. Audit trails will be emailed as an **ActionDoc** to treasurers of record automatically around the 15th of the month. This audit trail will contain NU Financials transactions that may have posted to the previous month.

Reading an Audit Trail Statement

At first glance, the statement may appear cryptic and requiring a monumental amount of time and effort to read, let alone understand. It would certainly be overwhelming if one would need to know every bit of information. In practice, however, the data a student officer should track can be summarized as follows:

Trans Date refers to the date that a transaction was recorded on SOFO's "books"—when funds were put into (credited) or taken out from (debited) the account. This date often may not coincide with the date the transaction was initiated. This is particularly true with respect to deposits handled at the Cashier's Office service counter, where further processing results in an intervening period from acceptance to posting.

Trans. Description and **Trans. Detail Description** provide summary information with regard to transaction type and transaction-specific references that were generated as part of the recordkeeping SOFO performs.

Transfers are printed with their journal entry numbers and a short description as to the origin of funds received or the destination of funds disbursed.

Deposits are referenced by the "batch" number associated with deposits pooled and sent to the bank. The second line substitutes the batch number with the deposit log entry number assigned to the individual transaction at the point of acceptance at the Cashier's Office service window.

University transactions are listed as NU FINS and have a brief description. The description may consist of the item/service purchased, an invoice number and the date the transaction occurred.

Payments and reimbursements are listed with the payee's name in capital letters, the voucher number associated with the transaction, and a short description of the expenditure.

Debits and **Credits** associate dollar amounts with the transactions described above. Because student organization accounts are of the **Liability** class, debits refer to withdrawals, or subtractions from organizational balances, and credits refer to increases, or additions to these balances.

SOFO 14-15 (ORG)

GL Audit Trail Report

Periods 3 To 3

12/03/2014

11:35:25

11/01/2014 TO 11/30/2014

Page 1

Account Number / Description

Account Class

Fund:		All Funds					
2001.2003.399.00.100		NU Pasta Club					Liability
<u>Trans Date</u>	<u>Reference</u>	<u>Trans. Description</u>					
<u>Trans. Detail Description</u>		<u>Application</u>	<u>Debits</u>	<u>Credits</u>			
11/15/2014	GL0012300001	Transfers		GL	1,574.50		
je#11-17 / To Marinara Club T-shirts							
11/16/2014	BR00041	119515-119535/batch#3342		BR		130.00	
119515-119535/DEP#119520							
11/17/2014	BR00048	119536-119580/batch#3343		BR		20.00	
110536-119580/DEP#119543							
11/19/2014	AP0054400017	ELLE BOWE / 623202 /		AP	20.00		
Refreshments							
11/19/2014	AP0054400018	MAC A. RONI / 623203 /		AP	8.00		
BANNER							
11/20/2014	AP0058800029	DELL COMPUTERS / 623207 /		AP	1,257.00		
11/24/2014	GL0020400015	NU FINS		GL	43.53		
Copies / INV#E888719 / 11-01-09							
11/28/2014	BR00062	120454-120479/batch#3349		BR		150.00	
120454-120479/DEP#120455							
Totals for	November		2,903.03			300.00	
	Balance Forward		Debits	Credits	Net Change		Balance
	5,609.45 CR		2,903.03	300.00	2,603.03 DR		3,006.42 CR

Totals for Report

Balance Forward	Debits	Credits	Net Change	Balance
5,609.45 CR	2,903.03	300.00	2,603.03 DR	3,006.42 CR

ORGANIZATION LEDGER

An organization's summary record is usually the primary source of group information. In the form of a **ledger**, it provides short references to the most identifiable information associated with a particular transaction, and includes amounts and resulting account balances. While keeping copies of original documents is at the discretion of the group's treasurer, ledgers are required because they provide a means for comparing organizational information with what is available on SOFO's audit trail statements. It is recommended that treasurers reconcile, or match, their ledger transactions with those on the group's audit trail on a monthly basis.

Tools that one can employ to produce a ledger are many and more a matter of preference and convenience. Groups can choose specialized software (e.g., Intuit's Quicken) or more general spreadsheet programs (e.g., Microsoft Excel) to create a computerized ledger. A less technologically-based solution uses ledger worksheets that SOFO provides to groups. Forms are available on the SOFO Web page.

WHAT TO INCLUDE IN A LEDGER

Regardless of the ledger format chosen, organizations should define how all transactions, such as deposits, checks, transfers, petty cash and NU FINS charges, are to be recorded and current balances maintained. At minimum, they should be listed by date, description, amount and current total balance. Organizations with line items should maintain a running balance per line item and a total balance across all line items.

Reference numbers should also be included and clearly identified within a transaction's listing. These may include: the number assigned to a deposit or a journal entry (je#); invoice and check numbers associated with payments; check numbers included within a deposit; the number of a voucher; etc.

THE LEDGER AND OFFICER TRANSITION

Once a ledger is created, the organization should consider codifying procedures for officer transitions to ensure that they go smoothly with minimal loss of information. If software was chosen, transition procedures should clearly establish how the information, software and the software license will be transferred from one treasurer to another.

RECONCILING THE LEDGER

While it is recommended that treasurers reconcile their ledgers against an audit trail on a monthly basis, **they are obligated to do so at the end of every quarter and to present their reconciliation to SOFO.**

As was mentioned above, the reconciliation of a ledger is simply a matching of transactional and balance summaries—those of the student organization with those of SOFO. If discrepancies exist, the treasurer must determine the sources of these differences and provide documentation that would explain them. For example, if the ledger shows a deposit not found on the audit trail statement, the likely explanation is that the deposit was made recently—within the prescribed processing period in the Cashier's Office, before the information is transferred to SOFO. In this situation, the treasurer would present the completed blue record of the deposit with the transaction number. When differences are attributable to check advances, student groups remain responsible for any outstanding funds even after the ledger book has been reconciled.

A SOFO attendant initials and dates the ledgers upon successful review. The treasurer, in turn, signs and dates a SOFO Balance log. If an organization does not comply with this procedure, the account will be FROZEN until reconciled.

SAF-Funded/ASG Student Organizations

To maintain their "A-status" designation, all A-Status groups must attend

monthly audits "...to verify that all transactions that have taken place since the last audit have been in accordance with their allocation statements, these [Student Activities Finance Board: 2009-2010] Guidelines, the SOFO Policies and Procedures, and other policies of the SAFC and Northwestern University..."

To maintain their "B-Status" designation, all B-Status groups must attend quarterly audits, to verify that all transactions that have taken place since the last audit have been in accordance with their allocation statements, as well as the policies of the SGC.

SAFC and SGC audits **DO NOT** fulfill SOFO's quarterly reconciliation requirement.

TRANSACTIONING ORGANIZATIONAL BUSINESS

Once a ledger is established, the work of managing an organization's resources begins. By far, the majority of transactions that are submitted to SOFO originate with a voucher. A voucher is an affidavit by which an organization's president and treasurer solemnly affirm by their signatures that they have:

1. Reviewed a proposed transaction from the group's account, including the documents that support the transaction
2. Agreed to its appropriateness with respect to the guidelines that the group is bound to follow
3. Authorized the disbursement of funds in the manner specified on the form.

Vouchers are available at the SOFO service counter in books of 50. Because it is the basis of most of the activity between SOFO and student groups, each voucher is comprised of a white SOFO copy and a yellow organizational copy, numbered sequentially, and controlled at the point of distribution.

SOFO VOUCHERS

Vouchers create a legal obligation for SOFO to process a transaction in the manner specified on the affidavit, provided authorizations are explicit and conform to policies and procedures. Because SOFO holds each of its client organization's funds in trust, it must follow strict guidelines when serving as a group's disbursement agent.

SOFO may only accept documentation completed in indelible ink. Vouchers and supporting documentation written in pencil or erasable ink will be returned unprocessed to the student organization. This guideline is in accordance with the best practices guidelines of most major financial institutions.

Because of agency concerns, SOFO may only accept transaction requests from an organization's treasurer or trained president, in person. Vouchers will be refused if sent by mail or left at the Main Desk. Requests to modify previously submitted vouchers must

also be made in person. Please note that every alteration must be authorized appropriately by an officer with his or her initials.

Note: University fees for goods, services or penalties may be charged to a group's account without explicit officer intervention. This may occur if the department, initiating the transaction, does it through NU FINS or provides appropriate documentation.

SOFO is required to suspend the signatory privileges of an organization's officers if it suspects a signature has been forged on a voucher or check endorsement. In such cases, the account will be frozen until the signature is verified in person by the officer whom it represents. If the signature in question is indeed forged, the perpetrating officer must be removed and a replacement elected. If it is determined that both officers were involved, the organization itself may be brought up on charges of financial misconduct.

SOFO must err on the side of caution when processing transactions. Non- standard submission of vouchers—e.g., pre-signed vouchers, illegible information, information that has been modified with white correction tape or fluid, etc.—will always raised red flags at SOFO and may delay transactions.

Because all voucher books are tracked by student organization, treasurers should maintain an accounting of all vouchers, including the voided ones.

Date: _____ No. **123456**

ACCOUNT NO.: _____ TREAS. SIGNATURE: _____

ACCOUNT NAME: _____ PRES. SIGNATURE: _____

TYPE OF TRANSACTION:
 Payment Reimbursement Petty Cash TRF JE# _____ Check Advance Purchase Order

PAY: _____ \$ _____
Please Print Clearly

THE SUM OF: _____ Dollars

EXPENSE FOR: _____

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: _____

Date Stamp: _____

SOFO COPY

For Office Use ONLY		
Recommendation	Accepted	Entered

INITIATING TRANSACTIONS

Transaction requests normally take two to three business days to process if all the

documentation, or “backup”, is in order. Vouchers received after 2:00 PM are dated for the following business day. Officers should keep in mind that during particularly high-traffic times of the year, e.g., the first and last weeks of each academic year, transaction requests may take longer to process. Officers should plan their visit ahead accordingly and ensure that all necessary documentation and signatures are accounted for to minimize the amount of time spent processing transactions.

Care should be taken when completing a voucher. Officers should use block print to ensure that all the information is legible. This is especially important when creating a check, where an unexpected flare may change an “o” to an “a” (e.g., a “Mario” to a “Maria”) or a particularly long “i” may be taken as an “l” (e.g., “Marlo” instead of “Mario”).

Once the voucher has been completed, the supporting documentation must be prepared for submission. Because vouchers and backup submitted to SOFO must be stored for a period of not less than seven years (and may be filmed or scanned), all backup must undergo formatting for easy storage and retrieval, before a transaction can be processed.

With the backup prepared, the transaction is initiated by submitting it and the white copy of the voucher to an Attendant at the SOFO counter. The yellow voucher copies should be kept in the voucher book for the group’s records.

TAX-EXEMPT STATUS

Northwestern University is a private, not-for-profit, nonsectarian, coeducational institution, created by Charter by the State of Illinois in 1851. The University is exempt from Sales Tax, Use Tax, Retailer’s Occupation Tax, Service Occupation Tax (both state and local), and Service Use Tax in the State of Illinois.

When approving expenditures, student officers should always consider the tax implications involved. The University is exempt from paying **Illinois sales tax**. This tax-exempt status is extended to registered student groups that make purchases for appropriate University purposes (not personal use).

One-time use letters outlining the University’s tax-exempt status are issued by SOFO **only** to an organization’s president and treasurer. Because tax-exempt letters are only provided for **specific** purchases, officers must provide the name of the vendor, the name of the purchaser and the date of purchase to SOFO before the tax-exempt letter is authorized by SOFO full time staff. These letters may not be used for purchases of alcohol or tobacco products.

CONSISTENT WITH UNIVERSITY POLICY, SOFO WILL NOT INCLUDE ILLINOIS SALES TAX IN PAYMENTS, NOR WILL ILLINOIS SALES TAX BE REIMBURSED TO INDIVIDUALS.

Student officers should keep in mind that their organization’s exemption from paying tax is not absolute. Tax obligations due a state other than Illinois or from activities other than purchases may still apply—e.g., the sales tax from a purchase in Indiana or the amusement tax required from the City of Evanston for paid movie admissions.

These expenses/expenditures may be included in payments or reimbursed to individuals acting on the student organization's behalf.

Exemption from sales tax with regard to food purchased at restaurants is somewhat complicated. In general, if food is purchased for University business and consumed within the restaurant (known as a "dine in" situation), sales tax is reimbursable. If the same food is purchased from the same restaurant, but as a carry-out order, sales tax may not be reimbursed; a one-time use tax exemption letter should be used.

OFSL ORGANIZATIONS AND GROUPS WITH NATIONAL ORGANIZATIONS

The tax-exempt status that Northwestern has been granted, may only be exercised on purchases made for University business purposes. Local Northwestern student chapters/branches of national organizations must classify their activities in terms of University (local) business and that related to national activities. **Just as funds held within SOFO accounts may not be used for a national organization's activities, NU tax-exempt letters may not be issued for purchases supporting these activities.** Student groups should request these tax-exempt certificates directly from their national/regional representatives.

**Purchasing
Resource Services** Northwestern University
University Services
2020 Ridge Avenue, 2nd Floor
Evanston, IL 60208-4303
Phone 847-491-8120
Fax 847-467-5400



Date: _____
(insert date)

To Whom It May Concern:

Re: State of Illinois Sales Tax Exemption

Please be advised that Northwestern University is organized and operated exclusively for educational purposes. Consequently, sales of any kind to Northwestern University are exempt from the Retailer's Occupation Tax, the Services Occupation Tax (both state and local), the Use Tax and the Service Use Tax in the State of Illinois. The Illinois Department of Revenue has issued to Northwestern University the following tax exemption identification number:

The referenced tax exemption identification number will expire on January 1, 2020.

This letter is to be used exclusively by Northwestern employees to make one-time University purchases, it **CANNOT** be used to set up a tax exempt house account or membership, and it is **NOT** to be used for personal use by individual faculty, staff, or students. The undersigned hereby certifies that he/she is an employee of Northwestern University and is duly authorized to make said purchases and that the article or articles specified in the accompanying order are purchased for the exclusive use of Northwestern University from:

(insert vendor name)

Please note that vendors are also advised they should primarily only accept official forms of payment from the University, such as those associated with the issuance of a formal Purchase Order (check or electronic payment) or a Northwestern Procurement Card. Vendors should generally not accept a non-Northwestern form of payment (such as cash, personal check, or personal credit card).

It is understood that the fraudulent use of the certificate to secure exemption will subject the undersigned and all participating parties to appropriate disciplinary action.

**NU Authorized Purchaser
Contact Information**

Business Manager/Department Approval

Signature

Signature

Name

Name

(847) 491-2328

Telephone Number

Student Organization Finance Office / Student Affairs

Department/School Name

FORMATTING DOCUMENTATION

Remove all staples carefully. Staples can rip documents or catch those from another transaction and separate them from their corresponding voucher.

Use transparent tape to secure receipts (and other forms of documentation) flatly onto a blank 8 ½" x 11" sheet of paper. All sides of each item should be fastened down neatly, without gaps, bumps or overlapping. Tape should not cover any written item, date or numeric values as the tape could fade the images away depending on the type of paper the receipt it printed on.

Cut long receipts into shorter segments so that they are fully contained within the borders of the paper backing. Receipts should not be folded or left hanging, over the edges of the blank sheet of paper.

Organize the documentation from bottom to top. Use as much space as possible on the sheet of paper utilizing the front and back if necessary.

The diagram illustrates the layout of a SOFO voucher. On the left is a detailed view of the form, which includes fields for Date, No., Account No., TREAS. SIGNATURE, ACCOUNT NAME, PRES. SIGNATURE, TYPE OF TRANSACTION (with options for Payment, Reimbursement, Petty Cash, Cash, Check Advance, and Purchase Order), PAY TO, THE SUM OF (in Dollars), EXPENSE FOR, and ADDRESS. A section for 'SOFO COPY' is also present. On the right, a larger diagram shows the arrangement of receipts and tape on the voucher. It features three rectangular boxes labeled 'Receipt 1', 'Receipt 2', and 'Receipt 3' stacked vertically. Below these is a smaller box labeled 'Adding Machine Tape'.

For multiple receipts, include, as part of the documentation, an adding machine tape showing that the amounts of the individual receipts total the amount being requested on the voucher.

For receipts that need to be partially reimbursed, including Illinois Sales Tax deductions, an additional adding machine tape must be attached to each page of the receipt and noted with a brief explanation. These tapes are in addition to the cumulative tape.

VOUCHER TRANSACTIONS

Of the five types of transactions that can be initiated with a voucher, three of them—Check Advance, Payment and Reimbursement—represent a withdrawal of funds by check. Though each transaction type has its own backup requirements, once accepted for processing, they are handled similarly.

Check Advance

A “check advance” is simply a check issued from an organization’s account to buy goods. It differs from what SOFO recognizes as a “payment” in that advances are used when an invoice, or receipt, is not generated until after the sale is complete. The funds are said to be “advanced” until the invoice or receipt is presented to SOFO as documentation for the issued check.

Student officers use check advances when they do not want to commingle personal funds with those of the organization. Rather than spend their own money for the purchase and request a reimbursement later, they use their organization’s funds for the entire transaction.

Check advances may be obtained for amounts ranging from \$31.00 to \$500.00. They may be used for any authorized expenditures (for example, "munchies," group dinners, etc.) that fall within University/organizational guidelines. Also, they are not restricted in terms of the number of vendors that can be paid from a single advance or the number of receipts (or invoices) that can be submitted as backup. The number of cash advances an organization has outstanding is only limited by the total amount they represent and the balance in its SOFO account (see "Residence Hall Organizations" below for an exception).

Restrictions

Checks representing advances can only be made payable to an organization's treasurer or president. Restrictions regarding the use of advanced funds are standard. **They may not be used to pay Illinois sales tax.** Advances will be refused if they would put the organization's account in deficit.

They cannot be used to reimburse officers on past purchases. Receipts or invoices dated prior to the check's distribution from the SOFO service counter will be refused as backup. In such situations, a "reimbursement" or "payment" transaction should be initiated by voucher.

Residence Hall Organizations

Residence Halls are only allowed one check advance at a time. Any outstanding check advance must be cleared before another can be requested.

The voucher used to request a check advance should provide a detailed description of the planned expenditure as well as having the group's advisor's signature, to attest the use of the advance. At minimum, it should provide a description of what will be purchased and for what activity or purpose. The more information included, however, the greater the chance that relevant issues are not overlooked. For example, since advances may not be used to pay Illinois sales tax, including the name of the intended vendors may help the SOFO Attendant determine whether issuing the organization tax-exempt letters to present to the vendors would be appropriate.

Date: 11/15/14

No. **589560**

ACCOUNT NO.: 2003-022-00 TREAS. SIGNATURE: Bubba Rice

ACCOUNT NAME: Quinol Hall PRES. SIGNATURE: Talulah Weisman

TYPE OF TRANSACTION:

Payment Reimbursement Petty Cash TRF JE# _____ Check Advance Purchase Order

PAY: BUBBA RICE \$ 150.00

Please Print Clearly

THE SUM OF: One Hundred Fifty and 00 / 100 Dollars

EXPENSE FOR: Munchies from grocery for Quentin Tarantino marathon movie night

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: _____

Date Stamp:

For Office Use ONLY

SOFO COPY

Recommendation	Accepted	Entered
----------------	----------	---------

- Quinol Hall 2003-22-00
of
LEDGER RECORD NORTHWESTERN UNIVERSITY

(1)		(2)	(3)	(4)		(5)	(6)	(7)	
Date	Voucher Number	Description		Checks	Deposits	Balance			
		Balance carried over from previous page, 11/13/14					1,255	14	
11	15	589650	Check advance to Bubba Rice for movie night snacks						
			- issued check no. 1223254	150	00		1,105	14	
			- reconciled with SOFO on 11/22/14						

All advances must be cleared, or reconciled, within 30 days from the date the check is printed. They can only be cleared by an officer of the student group.

The reconciliation occurs at SOFO and requires that an officer submit a completed Check Advance Reconciliation form and all receipts, reviewed and signed by the group advisor, associated with the expenditure listed on the original voucher. If SOFO does not receive this backup within the designated time frame, the account will be assigned frozen status (see [Frozen Accounts, page 6](#)). An email will be sent to the organization's officers and advisor informing them of the situation.

Receipt submissions should follow document formatting guidelines (see page [24](#)). When turning over multiple receipts, an adding machine tape—listing receipt totals less Illinois sales taxes paid—should be included as part of the backup.

Check Advance Reconciliation	
Today's Date: <u>11/22/04</u>	
Account Name: <u>Quinol Hall</u> Account No.: <u>2003-022-00</u>	
<u>Check Information:</u>	
Date Printed: <u>11/18/04</u> Check No: <u>1223254</u> Amount: <u>\$150.00</u>	
Payee: <u>Bubba Rice</u>	
Description of use of funds: <u>Bought munchies at Dominicks.</u>	

Check Advance Reconciliation

Today's Date: _____

Account Name: _____ Account No.: _____

Check Information:

Date Printed: _____ Check No.: _____ Amount: _____

Payee: _____

Description of use of funds: _____

Under spent:
Amount: _____ Deposit No.: _____ Date: _____

Over spent: Reimbursement
Amount: _____ Voucher No.: _____ Date: _____

Officer's Signature

For Office Use Only

Date of Reconciliation: _____

Verified Receipts Verified Deposit Verified Reimbursement
AP Reference No.: _____

Attendant Signature

When requesting a check advance, officers guess how much money they will need to buy the items necessary for their organization's activity. More often than not, there will be a difference in the amount disbursed and the amount used.

Under Spending

If the funds advanced are not completely used, the remainder must be deposited back into the organization's account at the Norris Cashier's Office. This should happen before attempting to reconcile the advance. Reconciling would then include submitting the blue copy of the deposit form along with the receipts to SOFO. The total of the deposit and the receipts must equal the amount of the advance.

- Quinol Hall 2003-022-00

of

LEDGER RECORD NORTHWESTERN UNIVERSITY

(1)	(2)	(3)	(4)	(5)	(6)	(7)		
Date	Voucher Number	Description	Checks		Deposits		Balance	
		Balance carried over from previous page, 11/13/14					1,255	14
11	15	589650	Check advance to Bubba Rice for movie night snacks					
		- issued check no. 1223254		150	00		1,105	14
		- reconciled with SOFO on 11/22/14						
		- Whole Foods receipt - \$99.99						
		- Whole Foods receipt - \$26.95						
		- Receipt Total - \$126.94						
		- Under spent - \$ 23.06						
11	22	112420	Deposit of under spent advance - check no. 1223254			23 06	1,128	20

Over Spending

If more money than the amount of the issued check is spent, the officer may be reimbursed for the difference by reconciling the check advance and then submitting a voucher for the overage. The voucher must specify the circumstances surrounding the reimbursement and include the check number of the original advance. The backup for this transaction is a copy of the receipts presented in the reconciliation.

Date	Voucher Number	Description	Checks		Deposits		Balance	
		Balance carried over from previous page, 11/13/14					1,255	14
11	15	589650	Check advance to Bubba rice for movie night snacks					
		- issued check no. 1223254		150	00		1,105	14
		- reconciled with SOFO on 11/22/14						
		- Dominicks receipt - \$179.99						
		- Over spent - \$ 29.99						
11	22	589651	Reimbursement to Bubba Rice for personal funds used					
		in addition to advance used for movie night						
		Issued check no. 1224235		29	99		1,075	15

Date: 11/22/2014 No. **589561**

ACCOUNT NO.: 3003-022-00 TREAS. SIGNATURE: Bubba Rice

ACCOUNT NAME: Quinol Hall PRES. SIGNATURE: Talulah Weisman

TYPE OF TRANSACTION:
 Payment Reimbursement Petty Cash TRF JE# _____ Check Advance Purchase Order

PAY: BUBBA RICE \$ 29.99
Please Print Clearly

THE SUM OF: twenty nine and 99/100 Dollars

EXPENSE FOR: Reimbursement to Bubba Rice for use of personal funds to make up the difference when check advance was not enough to cover munchies for Tarantino movie night

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: _____

Date Stamp: _____

<i>For Office Use ONLY</i>		
SOFO COPY	Recommendation	Accepted
		Entered

Reimbursement

As was seen in the previous example, a reimbursement is a withdrawal from an organization’s account with the purpose of paying a person back for personal funds used to help facilitate a group activity. In terms of the SOFO voucher, the amount paid back will be in the form of a check, and must be at least \$30.00. For reimbursement amounts of less than \$30.00, the reimbursements are considered “petty cash” and are generally paid in currency and coins, rather than check (See Petty Cash, page [32](#)).

It should be noted that these reimbursements are not limited to officers of the organization. Non-administrative members may also be reimbursed for personal fund outlays as long as the expenditure is for an authorized group activity and has been approved by the group’s president or treasurer.

Before authorizing someone to spend personal funds, however, officers should inform the person of the restrictions and receipt requirements necessary for reimbursement. This is particularly important, because **reimbursements may be rejected without proper documentation and charge specificity.**

For federal income tax purposes, all people who provide services for a group must be paid directly by SOFO check and subsequently issued a Form 1099-MISC. **Reimbursements will not be issued to group members who pay these individuals with their own money.**

Documentation

Though SOFO keeps the originals of all vouchers and their backup, treasurers are advised to keep copies of all documentation turned in to the Office. The importance of **retaining copies** of all receipts as part of an overall record keeping strategy can be seen in the example above--the original documents supported a check advance. Later, copies of the original check advance voucher and associated receipts were needed to support a reimbursement.

Receipts can only be used to support reimbursements if they provide required information, as set forth by the following guidelines:

1. **Receipts must be less than 85 days old—from purchase date to current date.**
To avoid the risk of loss, all reimbursements should be disbursed as soon as possible. The date on the voucher used to request the reimbursement is irrelevant with respect to this 85-day guideline.
2. **Receipts must be originals.** Photocopies, facsimiles, packing slips and vendor statements are not acceptable forms of documentation. Neither are handwritten receipts without proof of payment. Note that in the example above, photocopies were accepted for a reimbursement only because SOFO was already in possession of the originals which had been submitted as part of an earlier transaction.
3. **Receipts must show vendor name, address and phone number.**
4. **Receipts must provide an itemized listing of the items purchased.** Signed credit card receipts, with the total purchase amount but without an itemization, are not acceptable forms of backup. This ensures that Illinois sales tax and purchases of alcohol or tobacco are not reimbursed.
5. **If a vendor's receipting policy does not comply with the receipt requirements listed above, the purchaser should request that the vendor create a receipt on the company's letterhead stationery.** This letter should itemize the items purchased, specifying unit price and quantity sold. It should also state that the organization is exempt from paying Illinois sales tax. The words "PAID IN FULL" and the method of payment must be accompanied by the manager's signature and title.
6. **Vendor invoices paid directly with personal, rather than organizational, funds must reflect the payment.** Paid invoices must show a zero balance or be stamped "PAID IN FULL " and bear the signature of the vendor. If an invoice was paid by personal check and does not reflect the payment made, a copy of the front and back of the **cleared check** must be obtained from payer's bank and submitted to SOFO.
7. **Receipts must bear advisor signatures.** Your faculty/staff advisor must review documents to ensure purchase was for organization or event purposes by signing and dating the receipt(s).
8. **Credit Card Statements.** If proof of payment cannot be retrieved and was paid by a credit card, a statement showing the charges as well as the person's name who is getting reimbursed is on the statement will be sufficient.

Carbon copies of checks are acceptable proofs of payment. Cell phone usage is generally not reimbursable.

An effort should be made to keep all signatures obtained on documentation as consistent as possible with the signatures on file at SOFO.

Backup receipts should be presented to SOFO in the format detailed on page [23](#). Care should be taken to include an adding machine tape that adds all the receipt totals and subtracts all Illinois sales taxes paid.

Residence Hall Organizations

For student organizations under the authority of University Residential Services to submit reimbursement requests, the original signature of the organization's Community Assistant (CA), Senior Community Assistant (SCA), Resident hall Coordinator (RHC), Area coordinator (AC), Assistant Director or Director, must appear on every receipt associated with the reimbursement*. By his or her signature, the Residence Life authority is indicating that she or he has reviewed and authorized each receipt. Please keep in mind that initials do not constitute a signature, and a transaction request with initialed documentation may be delayed until such signature is obtained. Also, signatures of a Residence Life authority on vouchers are not sufficient for the transactions to proceed.

* Signature Tier

CA	SCA / RHC / AC	ASST. DIRECTOR	DIRECTOR
\$100 Under	\$500 Under	\$1000 Under	Any amount or \$1000 +

Sport Club Organizations

All student organizations under the authority of the Northwestern Department of Athletics and Recreation must submit all receipts and/or paperwork signed by Peter Parcell, the Manager of Club Sports.

CSI Advised Organizations

All student organizations advised within the Center for Student Involvement, must submit their receipts (and the documentation associated with a reimbursement) for verification to their advisors. Verification is required to ascertain purchases were made for University (organizational) purposes.

University Department Recognized Organizations

All student organizations under the authority of a University Department must submit their receipts, and documentation associated with a reimbursement, for verification to their advisors. Verification is required to ascertain purchases were made for organizational purposes.

Reimbursements and the Internet

The speed and convenience of on-line shopping can be very tempting, but care should be taken when choosing with whom you do business. **Reimbursements will not be made for losses due to misrepresentation or fraud on-line.**

If a member is due a reimbursement for a purchase made over the Internet, a printed receipt that says "receipt" is acceptable. Since not all on-line companies provide receipts, SOFO will accept a printout that specifies:

1. The name and contact information of the vendor
2. Detail or itemization of the purchase.
3. A reference number associated with the transaction
4. The name of the purchaser
5. The date and amount of the purchase
6. "Your credit card has been charged \$..." or similar wording. Lacking this, an indication that no balance is due is sufficient.

It is the responsibility of the purchaser to request proof of payment from the vendor. If none is available, the reimbursement transaction may not be completed.

Petty Cash

Reimbursements that are \$30.00 or less will be issued as cash payments, or petty cash disbursements. A petty cash disbursement is a voucher-based transaction where funds are withdrawn from the organization's account and a "Petty Cash—Pay-Out Form" is generated as a result. The pay-out form reflects all the information associated with the expenditure—as it was detailed on the voucher and the original receipts that support the transaction. The amount listed on the form is only payable to the trained officer on file with SOFO, who serves as proxy to the person who is seeking reimbursement.

The information needed on a voucher for a petty cash pay-out is the same as for check reimbursements. This holds true for the backup as well—e.g., dorms must have their Campus Advisors sign all receipts; personal items should not appear on receipts; receipts may not be over 85 days old; a calculator tape must accompany multiple receipts, etc.).

Date: 11/29/2014

No. 589652

ACCOUNT NO.: 2003-022-00 TREAS. SIGNATURE: Bubba Rice

ACCOUNT NAME: Quinol Hall PRES. SIGNATURE: Talula Weisman

TYPE OF TRANSACTION:

Payment Reimbursement Petty Cash TRF JER _____ Check Advance Purchase Order

PAY: Milo Nemo \$ 2.19
Please Print Clearly

THE SUM OF: two and 19/100 Dollars

EXPENSE FOR: Reimbursement for purchasing of notebook to
take minutes of meetings

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: _____

Date Stamp:

SOFO COPY	For Office Use ONLY	
	Recommendation	Approved

11/30/2014

11/30/14

11/30/2014

11/30/14

0000000000

A handwritten signature in cursive script, appearing to read "G. L.", is located in the lower-middle section of the page.

- Quinol Hall 2003-22-00
of
LEDGER RECORD **NORTHWESTERN UNIVERSITY**

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Date	Voucher Number	Description	Checks		Deposits	Balance
		Balance carried over from previous page, 11/13/14				1,255 14
11	15	589650	Check advance to Bubba rice for movie night snacks			
		- issued check no. 1223254	150	00		1,105 14
		- reconciled with SOFO on 11/22/14				
		- Whole Foods receipt - \$179.99				
		- Over spent - \$ 29.99				
11	22	589651	Reimbursement to Bubba Rice for personal funds used			
		in addition to advance used for movie night				
		Issued check no. 1224235	29	99		1,075 15
11	29	589652	Petty cash payment to Milo Nemo for out of pocket			
		purchase of notebook for minutes	2	19		1,072 96
		- Picked up on 11/30/14				
		- Paid to Milo on 12/03/14				

Once the voucher and backup for petty cash is prepared and turned over to a SOFO Attendant, the items are verified. If the voucher has been completed properly and the backup is valid, the completed pay-out form is presented to the SOFO Coordinator or SOFO Assistant for authorization.

The treasurer may then take the approved Petty Cash Pay-out form to the Cashier's Office or the Cash Operations Manager. Petty Cash is generally available during regular business hours, Monday through Friday. However, only the full-time Cashier, Cash Operations Manager and the General Manager of Business Operations are authorized to distribute petty cash.

The turnaround time is usually very short. If the SOFO Coordinator and Cash Manager are available, the pay-out form could be completed and the cash made available while the treasurer waits at the service counter. If either staff member is unavailable, it should take no longer than two business days for the cash to be disbursed.

Petty cash funds are removed from an organization's account shortly after the backup is verified. If the pay-out form is not cashed within one month of the withdrawal, the transaction will be voided and the funds returned to the group.

Given the time sensitive nature of backup receipts, treasurers should take care to

complete reimbursements as quickly as possible. This is especially true if the receipts were slightly less than 85 days old when submitted, and in danger of expiring if the treasurer waits too long to cash the pay-out form.

Cash payments will never be given to anyone but the treasurer and president. Members wishing to be reimbursed should only contact the group treasurer. No information will be provided to these individuals regarding the organization's finances.

Payment

When funds due can be anticipated and documentation is available before the transaction is complete, a voucher for "payment" is appropriate to pay for the requested goods or services. This payment is in the form of a check, where the vendor is listed as the payee. Payments may be used by student organizations to meet monetary obligations associated with invoices, club registrations, dues, services rendered or contractual agreements.

Payments must not include Illinois sales taxes (see page [21](#) and [22](#)).

Documentation

The backup for payments may assume the following forms:

- **Original company invoices.** Statements, packing slips, sales orders, estimates, and faxes will not be accepted as backup. All invoice numbers should be included in the description section of the voucher. As with all transactions, treasurers should retain copies of invoices in case they are needed at a later date.

- PS2 Gamers 2002-A5-00
of
LEDGER RECORD NORTHWESTERN UNIVERSITY

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Date	Voucher Number	Description	Checks		Deposits	Balance
		Balance carried over from previous page, 09/27/14				5,012 36
10	05	235941	Payment to Neighborhood PC for 5 PS2 games			
		- Invoice no. 5897 and Invoice date 9/27/14				
		- Check number issued 1221235, mailed 9/30/14	249	95		4,762 41
		- Merchandise received on 10/04/14				
		- Verified payment w/ vendor on 01/03/15				

Date: 10/05/2014

No. **235951**

ACCOUNT NO.: 2002-0A5-00 TREAS. SIGNATURE: Wilma Ashing

ACCOUNT NAME: PS2 Gamers PRES. SIGNATURE: Claire Garcia

TYPE OF TRANSACTION:

Payment Reimbursemen Petty Cash TRF JE# Check Advance Purchase Order

PAY: NEIGHBORHOOD PD, INC. \$ 249.95
Please Print Clearly

THE SUM OF: two hundred forty nine and ninety five cents Dollars

EXPENSE FOR: Reimbursement to Milo for use of personal funds to pay for notebook for minutes

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: 21223 Davis Street, Please include the attached copy of the invoice when
Evanston IL 60205 mailing the check

Date Stamp:

SOFO COPY

For Office Use ONLY		
Recommendation	Accepted	Entered

Neighborhood PC, Inc.
 We Put the "Play" in PS2

INVOICE

21223 Davis Street
 Evanston, IL 60205
 Phone 847.555.0190 Fax 847.555.0191

INVOICE #5897
 DATE: FEBRUARY 26, 2015

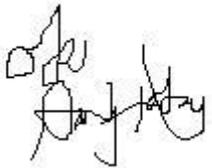
To:
 Claire Garcia
 Greene Residence Hall
 1899 Sheridan Rd
 Evanston, IL 60201
 847.732.0000

Ship To:
 Student Organization Finance Office
 Norris University Center
 1999 Campus Dr
 Evanston, IL 60208
 847.491.2328

Comments or special instructions: Tax exempt / Free shipping

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Orville			UPS		30 Days Cash

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
5	PlayStation2 games	49.99	249.95



SUBTOTAL	249.95
SALES TAX	0.00
SHIPPING & HANDLING	0.00
TOTAL DUE	249.95

Make all checks payable to **Neighborhood PC, Inc.**
 If you have any questions concerning this invoice, contact Orville Buoy at 847.555.0195 or o-buoy@neighborhoodpc.net

Thank you for your business!

Payment

Documentation (continued)

- **Registration and Dues:** Backup must include the original registration/dues form as well as the number and names of the members being registered.
- **Contracts:** A contract is used for payments for personal services provided by an individual (or entity) who is not employed by Northwestern University. Contracts must be completed in ink and should be submitted to SOFO prior to services being provided. **Student officers may not sign contracts.** To do so would make the officers personally responsible for fulfilling the terms of the contract and remove the University from having any responsibility/liability with respect to the same. With the exception of the organizations cited below, organizations must obtain the signature of their advisors.

If a vendor requires that a document (e.g., a remittance stub, statement, etc.) be mailed with a check, the group treasurer should provide the copies to be sent and write mailing instructions along with the vendor's address on the voucher. **SOFO will not send originals and will not make copies of these for mailing.**

Residence Hall Organizations

All student organizations under the authority of University Residential Life must have their Campus Advisors sign their invoices and registration forms. In addition to the signature of the payee (the person under contract), Dorms and Residence Hall organizations must have the Director of Residential Life, Deb Schmit-Rogers, or Vice President of Student Affairs, Dr. Patricia Telles-Irvin countersign their contracts.

Sport Club Organizations

All student organizations under the authority of the Northwestern Department of Athletics and Recreation must have invoices and signed by Peter Parcell, the Manager of Club Sports. Contractual agreements should be signed by Natalie Furllett, Associate Director of the Center for Student Involvement, or Dr. Telles-Irvin.

CSI Advised Organizations

All student organizations advised within the Center for Student Involvement must submit their invoices for verification to their advisors. Verification is required to ascertain the contractual or non-contractual nature of an invoice. Invoices that do not have contractual stipulations are simply signed and returned to the organization to submit to SOFO. Those that do are processed as contracts.

University Department Recognized Organizations

All student organizations under the authority of a University Department must submit their invoices, registration forms to their staff/faculty advisor to sign. Any contractual stipulations should be submitted to the Vice President of Student Affairs office, or to the Office of General Counsel.

Student Publishing Company Transactions

Organizations may pay the Student Publishing Company (SPC) in two different ways:

- A reimbursement check may be issued to a person who paid for an SPC service. The invoice number(s) should be written in the description portion of the voucher. The original paid invoice is included as backup documentation.
- A voucher can be filled out as a payment and submitted to SPC through its service window. SPC will then present the voucher with the invoice to SOFO. The SOFO office will deliver all checks issued in this manner directly to SPC.

Treasurers should verify that all SPC bills are paid. Because it does not have a SOFO account, all transactions to SPC will be in the form of checks.

Scholarships

If an organization wishes to award a scholarship, a voucher should be marked as a **Payment** transaction, with **the recipient and the academic institution** that the recipient is attending listed on the **PAY** line. A memorandum must be typed that formally names the recipient and lists the recipient's social security number and the amount of the scholarship. The memo should also include a brief description of the purpose of the scholarship and be signed by both officers and the group's advisor.

Questions regarding this policy should be directed to SOFO or the NU Financial Aid office. **Scholarships are considered a component of financial aid and must be reported to the Financial Aid Office at the recipient's college.**

Donations

A request to make a donation from a student organization's account requires that a voucher be marked as a **Payment** transaction. A letter must be typed as backup. It should express formally the group's intention to donate and should include the amount and the organization's name, address, and FEIN#, and/or cause that will be the recipient of the intended donation. The letter should be signed by both officers and the group's advisor.

SAF-Funded/ASG Student Organizations

SAF funds are allocated for specific student activity-related purposes, as detailed in a group's funding petition; as a result, student organizations should not donate SAF funds to charities.

If your organization is receiving a donation, the vendor may request a formal letter that includes Northwestern's Federal Employee ID Number (FEIN#). The SOFO office can provide the FEIN# but not the letters. Questions regarding donations may be directed to the Center for Student Involvement.

SOFO Policy Exception Request Form

The **SOFO Policy Exception Request** form has been created to allow student organizations with a means to petition for a transaction to be completed despite a failure to comply with the established policies and procedures set by the Student Organization Finance Office. If the student organization officers believe that extenuating circumstances are significant, the exception form provides the organization the opportunity to present them in writing for consideration by SOFO. Ultimately, the completed form will serve as supporting documentation for SOFO should it move forward with the transaction.

Student organization officers should understand that completion of the form in no way guarantees that an exception will be made.

The purpose of the form is two-fold. First, as mentioned above, it provides a mechanism to move transactions (determined on a case-by-case basis) to completion which would otherwise fail. Second, it serves as a way of identifying weaknesses in communication/training within student organizations with an objective of improving them so that exceptions are not necessary in the future. All successful requests will include forward-looking statements describing actions to be taken by the requestor and the student organization to prevent similar transactional failures.

- In general, the requestor is the person who did not follow the policy and/or procedure in question. The requestor is the person who will benefit from an exception being approved—e.g., the payee on a reimbursement.
- The requestor must summarize what policies and/or procedures were not followed.
- The requestor includes reasons that include anything that the requestor believes SOFO should consider in deciding to approve the exception. It should also include actions the requestor will take to prevent this breach in policy from occurring in the future. Use additional sheets if necessary.

- An organization's student officers need to provide details concerning their attempts to ensure compliance. They should also detail what procedures will be adopted by the student organization to prevent similar non-compliance issues from coming up again.

- All exceptions must be reviewed and approved by the NU student organization advisor on file at SOFO. Because an exception request documents a need for a transaction not meeting established policies and procedures, these requests should be infrequent and require a higher level of review beyond that of the staff advisor.

All transfers are assigned a unique journal entry number (**je#**). Despite the presence of a unique voucher number, the **je#** is what SOFO uses to identify the transaction in its accounting system. Once assigned, treasurers should record **je#**'s in their ledger book and on their yellow copy of the voucher.

When transferring funds from a SOFO account, the treasurer is responsible for:

- entering the transferring organization's account information
- providing an explanation for the transaction
- acquiring the necessary signatures
- entering the receiving organization's name on the **PAY** line of the voucher.
- obtaining group's advisor's signature on voucher

The SOFO Attendant, processing the transfer to an organization, will fill in the receiving organization's account number on the voucher, following the name on the **PAY** line. For transfers to University departments, the treasurer must provide the receiving department's complete chart string (generally 20 digits), including its five-digit revenue (account) code.

SAF-Funded/ASG Student Organizations

Student organizations that receive any funding from the SAF, or are under the authority of Associated Student Government cannot make transfers between line items without the approval and signature of their SAFC Account Executive, SGC Group Executive, the ASG Financial Vice President, or the ASG Vice President for Student Groups. SOFO will not process a request without one. The only exception to this policy includes transfers from an organization's "**—00** (Outside Income)" line item to one of its other line items.

Student Organization Resource Center (SOuRCe) Copier Charges: Copier accounts are issued to student organizations by request. The Norris General Business and Finance Manager will initiate transfer transactions to charge groups that have copier accounts. The paperwork associated with these transfers will appear in the organization's mailbox and SOFO will automatically charge the group's account.

TRANSFER (JE) NOTIFICATION FORM
STUDENT ORGANIZATION FINANCE
OFFICE
NORTHWESTERN UNIVERSITY

This is to notify X-treme Outing Club
that on

Receiving Group

10/08/04 a transfer in the amount of
\$1,000.00

Date

Date: 10/08/2009

No. 235952

ACCOUNT NO.: 2002-0A5-00 TREAS. SIGNATURE: Wilma Ashing

ACCOUNT NAME: PS2 Gamers PRES. SIGNATURE: Claire Garcia

TYPE OF TRANSACTION:

Payment Reimbursement Petty Cash TRF JE# Check Advance Purchase Order

PAY: X-TREME OUTDOORS CLUB \$ 1000.00
Please Print Clearly

THE SUM OF: one thousand and 00 cents Dollars

EXPENSE FOR To register 10 members for paintball tournament sponsored by X-treme Outdoors
at \$100 / member

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: _____

Date Stamp:

SOFO COPY			For Office Use ONLY		
Recommendation	Accepted	Entered			

**TRANSFER (JE) NOTIFICATION FORM
STUDENT ORGANIZATION FINANCE OFFICE
NORTHWESTERN UNIVERSITY**

This is to notify _____ that on _____

Receiving Group

- _____ a transfer in the amount of _____
Date Amount

was transacted from _____

Transferring Group

The JE# for this transaction is _____
JE Number

Reason/Description: _____

Treasurer:

Name	Phone #	E-mail Address
------	---------	----------------

Purchase Order

If a vendor requires a purchase order number before providing services or supplies, one can be obtained from SOFO. To request such a number, a voucher must be filled out completely and submitted along with the supporting invoice or quote complete with contact and shipping information. SOFO will, in turn, create a Purchase Requisition with the University and provide the necessary reference number. This can take up to three days to process and approve dependent on the level of approvals.

Date: 11/10/04 No. **235942**

ACCOUNT NO.: 2003-099-00 TREAS. SIGNATURE: Peter Chen

ACCOUNT NAME: NU PASTA CLUB PRES. SIGNATURE: Mama Mia

TYPE OF TRANSACTION:
 Payment Reimbursement Petty Cash TRF JE# _____ Check Advance Purchase Order

PAY: DELL COMPUTERS \$ 555.00
Please Print Clearly

THE SUM OF: five hundred and fifty five and 55/100 Dollars

EXPENSE FOR Computer for student organization's office - E-quote #S5555

Invoice No./Date of Expenditure/Description/Special Instructions

If this check is to be mailed, please provide an address below. If not, the check will be held in at SOFO for pick-up by the Treasurer or President of the student organization.

ADDRESS: _____

Date Stamp:

For Office Use ONLY		
SOFO COPY	Recommendation	Accepted
	Entered	

Upon receiving the merchandise, the officer has seven business days to send an email to the SOFO Coordinator attesting to the completeness and appropriate condition of the merchandise received. Once the email is received to the coordinator the charge will then take 15 to 45 days to process through NUFins.

CHECKS

Issuing a check creates a legal obligation to make the amount of the item accessible to the payee. Once created, it cannot be cancelled without documentation that explains the propriety of the cancellation and authorizes it.

CHECK DISTRIBUTION

Checks are available for pick-up after 2:00 PM on the second or third business day following the request. Because they are currently drawn on Bank One, they may be cashed there.

Generally accepted accounting principles require that checks be kept secure at all times and that access to them be restricted. As a result, every printed check must be tracked from date of issue through date of payment. Changes in possession (removal from SOFO) of these checks must be acknowledged by signature and date. **The only persons authorized to sign for checks are the issuing organization's treasurer/president or SOFO personnel.** SOFO attendants sign out for checks when they mail them to the payee and address noted on the original voucher.

EMERGENCY CHECKS

"Emergency checks"—items that are needed before the normal processing time would allow—are available for a service fee of \$15.00-\$20.00 per check. These checks are guaranteed to be available within eight working hours from time of request. They, however, will only be processed upon receipt of a voucher that authorizes a transfer of the fee from the organization's account to SOFO's Emergency Check account, **3003.3003.000.00.100**. Without this transfer, the requested check will not be processed in the specified time frame.

DELAYED CHECKS

Many factors may affect the processing time of check requests. If a check is held up by SOFO, the group's treasurer and/or president will be notified within two business days from the date the issue first surfaced. All documents will be returned to the group and SOFO's transaction queue will be cleared of the request. The transaction may be re-initiated once the issue has been resolved.

Common reasons for delaying checks include:

- **Insufficient funds.** The organization does not have the funds available in an account or the funding line item. A deposit or a transfer to the account or line item will usually help expedite the transaction.
- **Proof of payment.** The proof of payment necessary for a reimbursement is not reflected in the backup. The treasurer can request that the vendor sign and date the original invoice after marking it "Paid in Full."

Proof of payment may also be established by obtaining a new invoice that shows a zero balance. The account number the organization has with the vendor must

appear, in a field designated as such, on both invoices. The invoice date, of the document showing a zero balance, should be more recent than that of the invoice presented for reimbursement.

A credit card receipt, or a copy of a cashed check (front and back), when accompanying the original invoice, can also be used to reinstate a delayed transaction. Credit card statements listing the name of the account holder, the date of purchase, the item purchased, and the vendor, may be accepted as sufficient proof of payment in lieu of a credit card receipt. However, this is not the preferred method as it provides too much information that is unrelated to the transaction.

- **Non-itemized Receipts** – To serve as appropriate backup, receipts must be itemized. A credit card receipt, with simply the total amount of the expense and the purchaser's signature, must be accompanied by a second itemized receipt from the vendor. Itemized receipts provide assurances that:
 1. Neither alcohol nor tobacco products were purchased (including related items)
 2. The purchase was for organizational purposes
 3. Illinois sales tax is not being reimbursed.

UNCLAIMED CHECKS

SOFO checks are valid for 90 days from date of issue. After the 90 days, they are considered "stale" and nonnegotiable. Stale checks remaining in the possession of SOFO or the issuing student organization must be voided and credited to the Unclaimed Check Funds account. The group is obliged to present to SOFO a Void Check Request Form to request one of two actions:

1. The check be re-issued.
2. The funds be returned to the group's account. Evidence of the dissolution of the liability with the payee must be presented for this to occur.

SOFO will notify groups when it voids their checks. If a group is in possession of a stale check, it must return the item to SOFO. If a check is lost or simply unobtainable, a stop payment must be initiated and the check reissued.

All checks mailed out and over 90 days old remain the responsibility of the student group. Officers should not assume that they have been cashed and that their group's liability with the vendor has been met. Officers should contact their vendors after the 90-day period and verify that their payment has been applied.

STOP PAYMENT

Stop payments are placed on checks only after it has been determined that the items in question are in fact unrecoverable, and a Void Check Request Form is submitted to SOFO. A three-week waiting period has been established as an adequate time frame to allow for slow mail delivery or for checks to be returned to the SOFO office. All Organizations will be charged a stop payment fee of \$30.00. If SOFO is at fault, it will cover the stop payment fee.

**Student Organization Finance Office
VOID CHECK REQUEST**

_____ 2 0 _____ - _____ - _____
 Organization Name Account Number

Instructions: Student organization officers should use this form to void a check issued from their account. To do so, you must present the original check; submit a request to have the check re-issued; or present written authorization from the payee to proceed with the void.

Check #: _____ Check Date: _____ Amount: _____

Payee Name: _____ Voucher #: _____

Reason(s) for void (Please check all that apply):

- The check was not cashed within 90 days of being issued.
- The check was lost. The check information is as follows:
Please explain the circumstance under which check was lost: _____

- The obligation has been paid by other means or canceled by the payee.
Please explain: _____

- Other: Please explain: _____

Would you like the check reissued? Yes No

If No, please explain: _____

If you would like the re-issued check mailed please update the address below:

Considerations for voiding checks:

1. If the original check is not presented with this form, a Stop Payment fee* will be charged to the account that originated the check.
2. Voids due to SOFO error will be processed at no additional cost to the student group.
3. Voided checks must be re-issued if the payment obligation with the payee has not been met, canceled or forgiven.
 - An obligation is met when the check clears the bank.
 - An obligation is canceled when the original transaction is voided.
 - An obligation is forgiven when the payee no longer requires payment and notifies the student organization of this in writing—either by Northwestern University e-mail or by submission of a notarized letter of intention.

* The Stop Payment fee is currently \$30.00, but subject to change without notice.

 Student Officer Name & Title (Please print.) Signature Date

-----For Office Use Only-----
 Original check submitted Y / N Date Stamp: _____ Applicable fees: \$ _____

Verified Check Status : Bank _____

CMS _____ Attendant Signature

gg/Aug10

NU FINANCIALS TRANSFERS

A SOFO account number allows a student organization to interface with the **Northwestern University Financial System** (NU FINS) in place at Northwestern. It is through this system that a University department, such as Norris, is able to charge or credit a student group account. These charges or credits usually appear on a group's audit trail statements one to two months following the transaction.

The following are some of the University and Norris services that may be charged to an organization's SOFO account. The charge may appear as an abbreviation of one of the providers listed. Services marked by an asterisk (*) require that a voucher be completed at SOFO.

Norris Center Charges:

ARTica
Norris Tech Services
NorrisOutdoors
Northwestern Catering
Sodexo Food Services
NUC Barnes & Noble
Events Planning Office
Room Reservations

Other University Charges:

Mail Services
Quartet / Copy Center
Purchase Orders*
Equipment Rental
Purchasing Stores*
Physical Plant
Motor Pool
Facilities Management

NU FINS transactions are based on 20-digit chart strings. Like SOFO, NU FINS uses line item codes to distinguish between different revenue and expense account subdivisions; but whereas SOFO line items may be used to deposit or withdraw funds, NU FINS codes are specialized; that is, revenue codes cannot be used to charge goods or services and expense codes cannot be used to receive deposits.

Because SOFO account numbers cannot be used within NU Financials, an assigned chart string, that corresponds to your SOFO account number, must be used. NU FINS chart string template is as follows: (**F**=fund, **D**=department ID, **P**= project ID **A**=activity, [**Z**= expense/revenue account to be determined by initiating university department]):

- **FFF-DDDDDD-PPPPPP-AA-(ZZZZ)**

The NU FINS chart string should be given in its entirety—all 20 digits—to assure that the transactions are recorded properly. Charges are applied to an account's NU FINS(-**50**) line item. Student group's without one will see the transactions posted to their-**00** line item. Deposits will be applied to -**01** line items, if available.

The templates described above are specific to SOFO organizations and are available to their officers in person from the SOFO service counter.

As with their regular account numbers, it is strongly advised that officers not diminish their control over their group account by sharing the NU FINS template with other members of the organization. Sharing an account number increases the chances that unauthorized charges will appear on a group's audit trail statement.

University charges are particularly hard to reverse for a number of reasons

1. Because they may take 15 - 45 days (or up to several quarters) to post to SOFO's University account, only transactions that are well-documented and transitioned properly from one administration to another can provide a treasurer with a basis upon which to dispute charges.
2. A lack of authority is hard to prove with respect to University services. The fact that a person knows the account number and is willing to present her or his WildCARD to purchase a University good or service is often enough to allow the transaction to proceed. Verbal authority, in the form of the account number, to charge something to the organization one time, may be sufficient to allow the person to charge items for the rest of his or her career at the University.

University charges should be entered in a group's ledger at the time the charge is authorized, by the organization's officers, and the transaction is accepted, by the University department. Once an organization's resources are committed they must not be used elsewhere. To prevent this from happening, balances should only reflect uncommitted funds. **Not recording University transactions immediately (before they are billed) negates the whole purpose of the ledger—to maintain an accurate accounting of the transactions and balances of a student organization at any given time.**

- PS2 Gamers 2002-A5-00
of
LEDGER RECORD NORTHWESTERN UNIVERSITY

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Date	Voucher Number	Description	Checks		Deposits	Balance
		Balance carried over from previous page, 10/08/14				3,762 41
10	10	Purchased 5 strategy guides from the Norris Bookstore	69	95		3,692 46
		- NU FINS Invoice no. BN23284; Invoice date 10/10/14				
		- Date posted to account 4/23/14				
10	15	235943 Reimbursement to Ben ("Terminator") Stratton for munchies on Online Game night	42.95			3,649 59
		Check number issued 1221302				

SOFO does not receive copies of transfers originating in other departments unless the student organization requests that they be sent to the Office. Placing these requests with the departments is a good practice in general.

This is particularly true; however, if the group account is in deficit and a University Department is transferring funds to it. The organization should request that the University department send a copy of the transfer to the SOFO Coordinator, who in

turn will verify the NU FINS transaction, and upon doing so, will allow the group to spend against the funds in transfer.

When charges show up on an organization's account, SOFO will indicate the type of charge with a comment or invoice number. Because of the limited space available in the Transaction Detail, the short description will be as brief as possible. For example, "**norris inv**", indicates a Norris service charge.

Treasurers should verify their records frequently to ensure all the charges against their accounts are correct. Since Norris departments prepare their own invoices, an event using several different University services will be billed separately by each service. Copies of invoices will be placed in the group's mailbox. If an invoice is not received, a copy may be requested from SOFO. The normal turnaround time for such requests is 2-3 days.

MOTOR POOL (MP)

Motor Pool provides vehicles for official University business use by faculty, staff, and student organizations, as authorized by SOFO. It offers:

- Location on the Evanston and Chicago campuses
- Full insurance coverage, included in the rental charge
- A selection of sedans, minivans, and cargo vans
- Parking privileges in all University parking lots on the Evanston campus

Student drivers must be approved by Risk Management to operate University vehicles. Approval is given to drivers that complete a training course with the Office of Risk Management. A list of drivers certified by Northwestern is available on the Risk Management web site (<http://www.northwestern.edu/risk/ddcdrivers.htm>).

Reservations are accepted by fax at 847-467-2188 (using the form available at http://www.univsvcs.northwestern.edu/motorpool/pdf/mp_reservation_fax.pdf), online at http://www.northwestern.edu/userservices/transportation/motorpool/reservation_form.html, or by phone at (847) 467- 5075. In addition to the reservation form, student groups are required to present Motor Pool with a completed **Driver Authorization and Payment Approval (for Student Organization Use of Northwestern University Vehicles)** form at least 24 hours in advance of the reservation date. More information regarding making reservations, cancellations, pick-ups, drop-offs, etc., is available on Motor Pool's web site (<http://www.northwestern.edu/userservices/transportation/motorpool/index.html>)

SOFO will verify that a group has sufficient funds in its account to cover the rental charge as well as the \$500.00/vehicle deductible charge, should damages to the vehicle(s) occur. SOFO will approve the Driver Authorization and Payment Approval form only after it has been completed and authorized by the student group's advisor.

Driver Authorization and Payment Approval
(for Student Organization Use of Northwestern University Vehicles)

This completed form must be submitted to Motor Pool at least **24 hours** before vehicle is needed.
Fax to (847) 467-2188 or Email to motor-pool@northwestern.edu

Student Organization: _____ SOFO Acct#: _____

Please list the following information for all of the students who will be driving the requested vehicles.

Driver's Name _____

Drivers License No. _____ Issuing State ____ Exp. Date _____

Driver's Name _____

Drivers License No. _____ Issuing State ____ Exp. Date _____

Driver's Name _____

Drivers License No. _____ Issuing State ____ Exp. Date _____

Rental Dates _____ Destination _____

Purpose of Trip _____

As the student officers authorized to represent our organization in these matters, we confirm that the requested vehicles will be used only within the scope of a legitimate organization-sponsored program, in accordance with Northwestern University's Vehicle Policy, and that the student driver(s) listed above have completed the driver training course conducted by the Office of Risk Management. The driver(s) is/are member(s) of the named student organization affiliated with the University and has/have permission to proceed with reservation _____.

We approve the agreement with Motor Pool for an amount not to exceed _____, to be paid through the NU Financials system from chartstring:

_____ - _____ - _____ - _____ - 75630
FUND DEPARTMENT PROJECT ACTIVITY ACCOUNT

 President's Signature / Date

 Treasurer's Signature / Date

University Official's Signature* _____ Date _____

*Local travel can be authorized by Organization Advisors. Travel out of the metropolitan area or that will take more than one day to complete also requires an authorization from the Director of Center for Student Involvement.

FOR SOFO USE ONLY

The availability of funds in this account for the amount of _____ was verified on _____.

Fly & Drive (Graduate Students Only)

 SOFO/ Dept. Assistant

Rev. 10/14 fhz

Use of rental vehicles from outside rental companies (not NU Motor Pool).

All travel by student organizations out of Illinois, but within the contiguous United States requires that a detailed travel plan be submitted to Northwestern Risk Management. Consult with Risk Management for information on what needs to be included and addressed.

Evanston

When rentals are arranged in Evanston by the NU Motor Pool, the University has assumed the liability and allowed approved drivers 18 years old and up to drive. This is "only" an Evanston Enterprise agreement, with only the Evanston Enterprise Office, with the University assuming all the liability and offered only through the University Motor Pool.

Rentals through NU Motor Pool for off-campus pickup/return (Out of Chicagoland)

"Fly and Drive" - situation where a group flies into a non-local airport and rents vehicles in that city to transport group members to their events. This is open to faculty, staff and graduate students on university-related business.

Eligibility requirements to use rental vehicles under NU contract with National or Enterprise requires the following:

- Must be 21 years old or older
- Graduate students reserving business travel rentals are eligible. Graduate students must provide a letter on official NU stationery signed by the graduate student's supervisor stating that the purpose of the rental is business-related.
- Graduate students reserving personal travel are not eligible
- Undergraduate students are not eligible

Undergraduate group rentals for off-campus pickup/return (Out of Chicagoland)

Student groups renting vehicles from offsite (away from campus) locations by themselves must purchase full coverage insurance from the rental company. The Student group must follow all the University Vehicle Policy guidelines.

It is the student's responsibility to make sure the rental will occur and that the student has purchased full insurance coverage. In the event the student does not purchase the full coverage the department that authorized the student to do the rental will be financially responsible.

In the event of an accident, the rental company insurance purchased by the student group will be primary. University insurance will be secondary and the student group will be subject to \$1,000.00 deductible plus any administration fees charged should the loss exceed the coverage purchased in the rental agreement. Drivers should rent the vehicles in the University's name with the approved driver as the named driver. Under no conditions should the approved driver allow another person to operate their rental vehicle since this voids the insurance coverage.

This policy does not guaranty a rental company will rent the vehicle to the student. Also, the University is not guarantying the student will get the rental.

Students need to be advised to make advanced reservations to make sure the rental company will do business with them prior to leaving or being on-site at the rental facility.

Co-SPONSORSHIPS

When two or more organizations act as sponsors for an event, special care should be taken to separate the financial transactions associated with the event. Before a co-sponsored event is initiated, all parties involved should be in complete agreement regarding the arrangement and the ways in which expenses and revenues will be shared. SOFO recommends a written agreement (see below). Multiple accounts should not be used for such an event. Instead, groups should consider opening a separate co-sponsorship account to be closed after the event is over.

When opening a separate co-sponsorship account, the student officers of the partnering organizations should remember that all the policies and procedures applicable to their individual group accounts apply to the new one. They will need to select a president and treasurer, who in turn must complete signature cards at SOFO and undergo SOFO financial training if they had not done so previously.

SAF-Funded/ASG Student Organizations

ASG Funded groups will have accounts assigned for co-sponsorship events by ASG according to the funding they have received. Co-sponsorship accounts for these groups will only be opened with ASG approval.

CO-SPONSORSHIP AGREEMENT

Name of Event:
 Location:
 Date of Event:

1) Co-Sponsoring Student Organization Student Organization: Student Contact: Telephone: Email: Advisor: Group President Name: SOFO Acct #: <small>If there are additional co-sponsors or information, please attach it to this form.</small> Use the space below to specify the responsibilities of each group include deadlines and budget: <ul style="list-style-type: none"> • How is the programming/ event planning divided? (This includes reserving rooms, contacting agents, sending and submitting contracts, meeting with advisors) • How is payment divided? (This includes the portion of money each group is contributing, if the money is for AV, food, etc... and if there is a profit, how the profits will be divided) • How will the responsibilities of the night of the event be divided? (This includes picking up the artist, taking tickets, introducing speakers, clean up) 	2) Co-Sponsoring Student Organization Student Organization: Student Contact: Telephone: Email: Advisor: Group President Name: SOFO Acct #:
--	--

We agree to the information provided above.

Group 1) signature _____	print name: _____	date: _____
Group 1) advisor _____	print name: _____	date: _____
Group 2) signature _____	print name: _____	date: _____
Group 2) advisor _____	print name: _____	date: _____

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TRAVEL

When making travel plans, officers should include their advisor in the process. An advisor's signature is necessary on payment and reimbursement requests, because it serves as University verification that the travel is proper and in line with the organization's mission and objectives.

It is recommended that all transportation by common carrier, hotel accommodations, and car rentals be arranged through the University-designated Travel Agencies. These Travel Agencies may provide:

- Direct billing of airline tickets to department budget accounts through the University's financial system
- Exclusive access to discounted airfares from selected air carriers with which the University has negotiated volume-based contracts
- Travel insurance when airline tickets are billed to department budget accounts through the University's financial system.
- Access to hotels covered by Northwestern/Big 10 educational discounts
- Access to the University-designated commercial rental vehicle agency

SOFO will review payment and reimbursement requests for appropriateness in terms of required signatures and appropriate expense. First class or business class fare purchases or upgrade expenditures will not be honored. For more information on University travel services, officers should contact their advisors and refer to <http://www.univsvcs.northwestern.edu/travel/>.

CONTRACT POLICY & PROCEDURES

Because a contract is between the University and the person(s) contracted, there are three preliminary items to keep in mind:

1. **Students may not sign contracts.**
2. **An authorized University Official must sign all contracts.**
3. **Personal funds should never be used to pay for contracted services. Under no circumstances will they be reimbursed.**

All ASG-recognized student groups are required to abide by the contract procedures of the Center for Student Involvement (CSI). All other groups, seeking guidance with respect to contracts, should read the aforementioned procedures and contact CSI for further assistance at (847) 491-2350.

For your convenience, CSI's "Contract Process Overview" (available <http://www.norris.northwestern.edu/csi/operations/contracts/>) is excerpted below.

Contract Process Overview

When booking speakers, artists and other performers, there is a specific contract approval that must be followed. The process was developed to provide legal and financial protection to student organizations in their efforts to sponsor student activity events.

The following guidelines are not legal advice and should not be the sole source of your knowledge concerning the use of contracts. If you or your organization has any legal questions concerning contracts, please contact your advisor or the Center for Student Involvement for additional assistance.

Important Please Read

- **Students are not allowed to sign contracts. Any student who signs a contract will be financially responsible for paying the amount agreed in the document. The university is not legally obligated to pay any contract not signed by an authorized university official.**
- **If a student organization member signs a contract, the organization has committed financial misconduct.**
- **The organization may be derecognized or demoted by ASG, and lose SAF funding.**
- **Allow three weeks to complete the contract procedure.**

- **Your organization cannot publicize, sell tickets or make travel arrangement until both parties sign the contracts.**
- **Start planning early.**

Basics

The CSI website <http://www.norris.northwestern.edu/csi/operations/contracts/> has sample letters, terms and additional information to assist you through the contract process.

- **A Contract is defined as:** An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration.
- **A Contract rider is defined as:** An attachment to the original contract that clarifies the additional terms of the agreement.
- **A Contract Should Be Used For:**
 - An outside speaker, artist, performer, or entertainer. A contract must be used even if the person is not compensated for their appearance or performance.
 - Renting an off-campus venue for an event.
 - To purchase tickets for an off-campus events or shows (Broadway in Chicago, Great America, Chicago Cubs, Dave and Busters)
 - Outside caterer, sound/light company, security firm, ambulance service, and equipment rented for the event.
 - A corporate sponsorship.
 - Middle agent agreement to pay a “finders fee” in securing the act for the school.
 - A co-promoter agreement when a promoter co-produces a concert with the school.
- **The Contract Process for Booking A Speaker, Artist, or Performer**
 - Review your budget to determine what type of artist you can afford.
 - Contact the artist or artist representative to confirm price range of honorarium and additional expenses such as airfare, lodging, hospitality, and transportation to the venue.
 - Request a copy of the contract and rider from the artist or agent to determine the true cost of the event.
 - Conduct research to determine if the contract fee is a fair market price.
 - Negotiate to lower contract fee and artist expenses.
 - To request a contract, submit an offer letter to artist or agent. Letter must be signed by the advisor and a representative of the organization. (A sample letter is on the CSI’s website.)
 - Before an offer is submitted, the organization must have a reserved space and adequate funds in their account to cover the contract fee and event expenses.
 - Once you receive the contract--READ IT.
 - Insure everything listed—date, time, location, ticket price is correct.
 - All contracts are between the artist and Northwestern University. The organization or a student’s name should not be listed as the Purchaser or the other party to the contract.

- **Important: Request two original copies of the contract. One for Northwestern and one for the artist.**
 - If the artist does not have their own contract, Northwestern has a generic contract. This contract should be used for artist contract fee under \$1000. A copy is located on the CSI website.
 - Meet with your advisor to review contract details, rider requests, and discuss changes.
 - Distribute contract copies to those members in charge of production and hospitality.
 - Attach a Northwestern University contract rider to all original copies of the contract.
 - Give the contract with the riders to your advisor for final review. They will make the necessary changes, log the contract in an on-line system, and submit it for signatures by one of NU's Contract Review Officers.
 - All changes must be neatly crossed out and initialed.
- **All contracts are processed through CSI but no contracts will be accepted unless they are submitted through the organization's advisor.**
 - Contracts over \$10,000 require an additional step. Once they have been reviewed by CSI they must be reviewed by the university's General Counsel and signed by the Vice President of Student Affairs. Please allow at least one additional week for this step.
- Your advisor will contact you when the contract is ready. Remember it can take up to three weeks so plan ahead.
- After picking up the signed contract, make a copy of the NU original for your records, mail a copy to the artist or agent for their signature. Request the artist or agent to return an original signed copy.
- SOFO will not process a check unless they have an original signed
- Bring a copy of the contract to the event to settle contract disputes.
- **The Face of the Contract is the front page of the standard agreement that includes**
 - Who is the purchaser
 - Name of the artist
 - Name of support
 - Date
 - Show time, Doors, Length of Performance
 - Venue
 - Ticket prices
 - Venue capacity
 - Amount paid, when, and how
 - Percentage agreement/splits
 - Merchandise agreements percentage
 - The payee's social security number or FEIN (Federal Tax ID Number) for businesses for payment
- **The Rider includes**

- Sound and lighting system (microphones, power)
- Stage size requirements
- Staffing requirements (security, stage crew)
- Travel, lodging, and transportation Requirements
- Dressing requirements Rooms (tables, chairs)
- Hospitality-Catering
- Tickets (Number Comps)
- **Rider Requirements Northwestern University Does Not Allow in Contracts**
 - Deposits
 - Payment in Cash
 - Purchase of alcohol, energy drinks or tobacco

SOFO Policy Regarding Payment/Reimbursement for Alcohol

Alcohol and Student Organizations

The possession, use, and/or consumption of alcohol by students and, by extension, student organizations are subject to Illinois law, local ordinances and the policies set forth by Northwestern University. Please refer to the Northwestern University Risk Management statement regarding on-campus events (see <http://www.northwestern.edu/risk/liquor.htm>), Student Handbook 2009-10 (<http://www.northwestern.edu/handbook/>) (pp.31, 32, 47 and 48) and the Northwestern "Policy Regarding Alcohol at Off Campus Events for Graduate and Professional Students" (February 2009)

Undergraduate Student Organizations

Undergraduate student groups may not purchase, sell or distribute alcoholic beverages. Payments or reimbursement requests submitted to SOFO for alcoholic beverages will be refused or returned unpaid.

Note: Restrictions also apply with regard to the payment or reimbursement for items promoting the consumption of alcoholic beverages and/or tobacco—e.g., shakers, shot glasses, beer caps, etc."

Graduate and Professional Student Groups

Student organization events where alcohol will be present must comply with Northwestern's on-campus or off-campus policies. According to the University's on-campus Liquor policy:

...at any University sponsored event, alcohol must be served by a licensed pourer (caterer or bartender) who carries liquor liability insurance that adequately protects the University.

A contract must exist between the University and any pourer of alcohol prior to the event taking place. The contract must contain the following insurance provision and the pourer shall comply with all insurance requirements before the event.

Likewise, the University's "Policy Regarding Alcohol at Off Campus Events for Graduate and Professional Students" requires a "contract with a third party vendor/caterer to handle alcohol purchase, sale and distribution." The off-campus vendor/caterer also must meet Northwestern's insurance requirements, as set forth in the policy.

For these reasons, fully vetted and appropriately signed contracts must accompany all SOFO payment or reimbursement requests for alcohol for these events.

Beginning in 2013, student organizations sponsored by The Graduate School (TGS) must complete a [Northwestern University Graduate and Professional Student Event Planning Form](#) when hosting off-campus events. This form was created to help ensure groups are compliant with University policy. It is required documentation, to be submitted in addition to invoices and/or receipts, for SOFO transaction requests. The planning form should be completed, including the vendor signature for each event, and returned to the Assistant Dean of Student Life & Multicultural Affairs. The Assistant Dean will obtain the signature of a University official authorized to approve the requested event. A copy of the fully executed form will be returned to the officer to include with other receipts and other supporting documentation in their reimbursement request submission to SOFO.

Note: It is important to identify the event in terms of whether or not alcohol will be available. *If "No" is checked, but an invoice with alcohol is presented, the reimbursement requests for the event will be denied.*

A [pre-contracted vendor list](#) has been established through the Kellogg School of Business to facilitate the organization of events at frequently used venues. These vendors/venues in effect have entered into a general agreement (to be renewed every twelve months) with the University. The contract, rider and certificate of insurance are on file at the university. Pre-contracted vendors are listed with the agreement expiration dates. If an event will be held at one of the pre-contracted locations, only the event planning form need be submitted to

the Assistant Dean. **The group should allow at the very least 3-5 business days for the processing of pre-contracted venues.**

If the proposed venue is not on the pre-contracted list, an event planning form with the venue's signature is still necessary. However, in addition, the student group is required to present the vendor/venue with an Alcohol Rider for a signature and to acquire the venue's Certificate of Insurance (COI) with NU listed as additional insured for the event. The Assistant Dean will send these additional forms upon request and then forward them to the Office of General Counsel (OGC). **For larger events with contracts or for non-pre-contracted venues, allow at least 20 business days for the OGC time to review and respond.**

Northwestern University Graduate and Professional Student Event Planning Form

Student Name(s) / E-mail(s): _____

Sponsoring Student Organization: _____

Event with purchase of alcohol? Yes (*signed alcohol rider or 12-month agreement required*)
 No

** If you check "No" above, but submit an invoice with alcohol, you will not be reimbursed for the event.*

Event Name / Description: _____

Begin Date and Time: _____ End Date and Time: _____

Type of food being served: _____

Number of attendees expected: _____

Vendor name, location, contact information: _____

Vendor point person: _____

Will a check need to be cut for payment of the event? _____

Cost per person if known: Includes food and beverages \$ _____

VENDOR

NORTHWESTERN GRADUATE/PROFESSIONAL PROGRAM

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

cc: Student Organization Finance Office

FOR INTERNAL PURPOSES:

Sponsoring Organization account # or individual to be reimbursed: _____

Type of agreement with vendor: 12-month agreement (*submit this Event Planning Form only*)
 Event contract provided by vendor (*submit this Event Planning Form, the signed event contract, and any appropriate riders and insurance documents*)
 No event contract provided by vendor (*submit this Event Planning Form and any appropriate riders and insurance documents*)

***You must attach to this Event Planning Form an itemized invoice and all required paperwork as detailed above in order to be reimbursed.**

CASHIER'S OFFICE SERVICES

GENERAL CONSIDERATIONS

During the regular academic year, the Cashier's Office provides window service from 9am to 4pm, Monday through Friday. With tight schedules due to classes and extracurricular activities, an officer's time may be at a premium during regular business hours. As a result, the following should be considered when scheduling time for deposits:

1. The Cashier's Office does not limit deposit services to organization officers. Anyone may make a deposit as long as the person has the group's complete 8-digit SOFO account number. Balances are not given at the time of deposit.
Officers must balance the benefit obtained from delegating responsibility for a deposit with sharing account information and possibly compromising the organization's funds and recordkeeping.
2. Cashier Attendants are required to verify, record, and assign transaction numbers to deposits in the presence of the Depositor. They cannot accept a deposit for later verification and recording.
3. Window service traffic is greatest between classes and from noon to 1pm.
4. Transaction times can be minimized if deposits are prepared properly before being submitted to the Attendant at the service window.
5. Expect long lines at the service counter on days coinciding with Dance Marathon (DM) deadlines. During the winter quarter, officers making deposits not related to DM may avoid the long lines by presenting the funds after 1:30pm.

Never mail deposits. They will be returned to your group's mailbox unprocessed. Deposits placed in the Cashier's after-hours night depository will also be returned.

THE DEPOSIT PROCESS: AN OVERVIEW

Every deposit is verified in the Depositor's presence. After the transaction is processed, the Depositor is given the blue copy of the 4-ply deposit form.

Once recorded, a transaction cannot be undone, nor can funds be returned.

Later in the day, each transaction is verified a second time by a Cashier Attendant. The Attendant may not re-verify deposits that he or she had accepted originally. Deposits recorded after 2:00pm are re-verified the following business day.

Next, the funds and their corresponding paperwork are organized and assigned a "batch" number. Batches appear on student organization audit trails and represent consecutively-numbered deposits that have been pooled and sent to the bank as one lump sum.

The deposit forms are then separated and distributed. The white copy is sent to the SOFO to record the individual deposits in the appropriate group accounts; the yellow

copy is filed internally in the Cashier's Office; and the pink copy is placed in the student organization's mailbox.

The information found on the blue copy of a deposit form will usually coincide with the pink copy. However, if questionable items (i.e. checks or suspected fraudulent currency) are found during any part of the verification process, the value of these items is subtracted from the original total deposit amount. A new total is calculated and the old entry is modified accordingly.

The pink copy of a deposit form reflects the final verified amount of the funds deposited. Because the amount listed on this copy is the amount that is posted to the organization's account, it should prove useful in reconciling the account.

PREPARING DEPOSITS

Using proper cash handling methods and controls will help prevent losses. When receiving checks or cash, please consider the following "best practices" recommendations:

1. All incoming funds should be recorded in detail in the organization's ledger before being presented for deposit.

For cash, record:

- a. Amount of money received
- b. Who presented the funds
- c. When the funds were received
- d. What purpose the funds serve—donation, dues, etc.

For each check, in addition to the information above, record:

- e. Name and contact information (e.g., phone number) of the person who wrote the check, if different from the person presenting it and not recorded elsewhere
- f. Check number and check amount – Student organizations responsible for large events—ones that require coordination between multiple groups of students to collect funds—may find it difficult to gather this information; however, the tendency to side on expediency when faced with a complex event, makes maintaining detailed records even more important.

Organizations that do depend on groups of students to collect money, should communicate the importance of these procedures to those groups and should make the students themselves be responsible for following them. In doing so, the data collection function is kept at the point where the funds are received and still provides the treasurer with the details of every deposit.

- NU Pasta Club 2003-99-00
of
LEDGER RECORD NORTHWESTERN UNIVERSITY

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Date	Voucher Number	Description		Checks	Deposits	Balance
		Balance carried over from previous page, 11/09/14				4,034 95
11	11	119520	Deposit - Membership dues			
		11/10 Jerry Linguini paid \$50.00 cash				
		11/10 Mary Fettuccini paid \$25.00 w/ check # 1211				
		and paid \$5.00 cash				
		11/11 Rudy Rigatoni paid \$50.00 w/ friend's check-				
		Ck#187 - Stevie Stromboli, (847)332-5555				
		Total Deposit			130 00	4,164 95

2. Funds should be deposited upon their receipt. A good policy would require funds to be deposited no later than the next business day after they are received. Not having a clear policy could result in losses due to theft, misplacement, or a check "going stale."
3. Deposit forms should be completed before being presented for verification. Depositors should feel free to ask the Cashier Attendants about the deposit process. However, they should not expect the Attendant to prepare the deposit form for them. Doing so would negate the attendant's verifier role.
4. Deposits of large quantities of coins will require the Cashier Attendant to determine their total value with a coin counting machine. Depositors, however, should still list the subtotals for the currency and checks.
5. Strict guidelines should be followed when accepting checks for deposit.

Currency

Because cash counting errors usually cannot be corrected after the deposit is accepted, Cashier Attendants are instructed to be very cautious when processing cash transactions. Cash is counted at least twice upon receipt or when distributing it. Large amounts of currency may require a third verification. These transactions can be expedited by organizing the currency and providing an adding machine tape.

Organizing the currency involves sorting it so that:

- **FEDERAL RESERVE NOTE** is visible for each bill on the same side within the stack.
- Bills are grouped by denomination.

Attendants verify currency in smaller, denominational subtotals. If a discrepancy is found, the Depositor's tape is used to compare against the Attendant's tape. This allows the Depositor and the Attendant to focus on the denomination in question rather than on all the currency presented.

Sample Adding Machine
Tape for Cash by Denomination

	0. C
#20.00	
	140.00 +
#10.00	
	30.00 +
#5.00	
	5.00 +
#1.00	

Checks

When depositing checks, the Depositor should verify that they are indeed valid checks. On occasion, coupons, checking account deposit slips and deposit notifications (direct deposit slips) have been presented as checks for deposit.

Check Verification

If a check is not a valid item and returned by the bank, the student organization will be charged a returned check fee (\$30.00 as of January 1, 2014). All checks must have certain standard features on their face—e.g., the *words of negotiability* such as "Pay to the order of," "pay to," or simply "pay," followed by a line or space for the name of the organization where the funds are intended. A check is usually valid if it has the following (See [Appendix B](#) for a more detailed treatment of checks):

- Preprinted check maker information. The name and address of the checking account holder is embossed on the upper left corner of the check face.
- Valid issue date. The date on the check is within the printed expiration date or less than six months prior to the current date, whichever is shorter.
- Valid payee. The check is made payable to "Northwestern University."
- Valid signature of maker. The signature on the check coincides with the preprinted name.
- Matching check amounts. The numerical amount equals the written amount.
- Authorized changes. Every alteration, or change, made to a check is initialed by the check maker.

- Name of a U.S. Bank appears on check. The check is drawn on a bank with a branch (or address) in the United States.

Mr. & Mrs. John Donor
16523 Mockingbird Lane

(Date within six months of issue
or as specified by check) **350**

Pay to the Order of **Northwestern University**

20\$ (Numerical amount)

Bank of Illinois

1999 Davis Street
For _____



(Must be signed by maker)

Quick Tips for Treasurers:

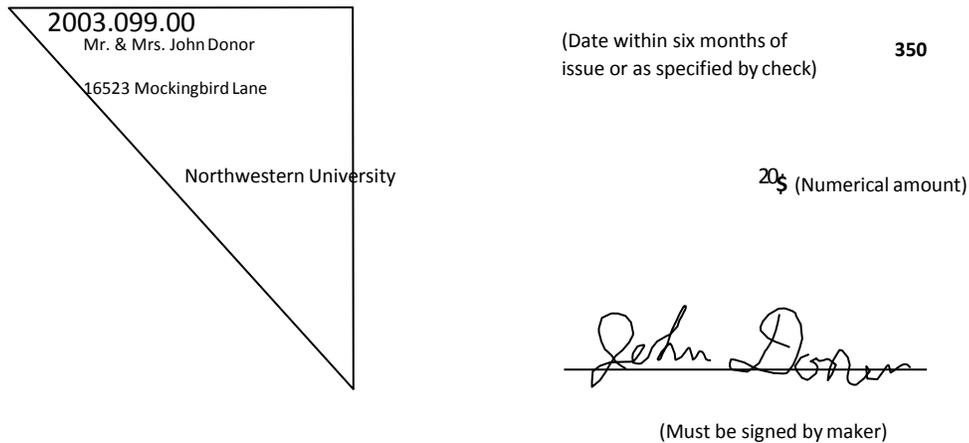
1. Never give cash back to people wishing to deposit only a portion of a check. This applies to travelers' checks as well. Despite advertisements to the contrary, travelers' checks are not issued by the U.S. Bureau of Engraving and Printing and are therefore not the "same as cash".
2. Have copies of all checks, money orders and official checks deposited.
3. In all your communications, always request that checks are payable to **Northwestern University** and that your organization or event is referenced on the **MEMO** or **FOR** line, below the bank's name.
4. Student organizations share federal non-profit tax status through Northwestern University only. Therefore, checks should not be accepted if made payable to separate nonprofit entities (e.g., charities). If a check is received for a nonprofit entity that a student organization provides with resources, it must be forwarded to that entity.
5. Student organizations are not legally incorporated through the University. Therefore, checks payable to nationally incorporated organizations (e.g., incorporated fraternities or sororities) should also not be accepted.
6. Your organization will be charged a processing fee of at least \$30.00 for each check that requires a special collection (e.g., a check drawn on a bank without a U.S. address, regardless of whether it is designated as being in U.S. funds).
7. Checks referencing one organization may not be deposited into another's account.

Check Preparation

After verifying that the checks are negotiable instruments, they must be prepared for deposit. This includes:

1. Writing the organization's 8-digit account number within 1/2 inch from the

edge of the endorsement area on the back of each check.



2. Handling checks not made payable to **Northwestern University**, the depositor must consider the following:
 - a. If the check is made payable to **Cash**, simply print **Northwestern University** below the 9-digit number on the back of the check.
 - b. If the check is made payable to your student organization and the maker spelled the name correctly, print the name of your organization immediately below the 9-digit number in step 1.

If the check is made payable to your student organization and the maker misspelled the group's name, just below the 9-digit number in step 1, print the name of your organization as it was misspelled. Below this, print it correctly.
 - c. If checks are payable to an individual, that individual must write **Pay to the order of Northwestern University** in the endorsement section of the check. The person should also sign the back of the item within an inch of the same edge where the group's account number is.
 - d. If a check is payable to the name of a sponsored event (e.g., a play, concert, etc.), it will be refused for deposit.
3. Handling travelers' checks as bank checks, with the following exceptions:
 - a. Verifying that the signatures (initial and countersignature) match.
 - b. Verifying that if alterations were made to the payee, the check maker:
 - Used a single line to cross out the incorrect information.
 - Printed **Northwestern University** as the new payee
 - Initialed the alterations
 - Printed on the back of the check, within a 1/2 inch of the edge of the endorsement area, the phrase **Not used for intended purpose**
 - Signed immediately below the statement.
4. Using an adding machine to print a tape of the checks. To do this:
 - a. Set the printer selection to **IC** and the decimal selector to **2**.
 - b. Press the "**C**" button.

- c. Enter the amount of the first check (e.g., "25.62") and press "+".
- d. Repeat step c for each check.
- e. After entering the last item, press the "*T" button to total the checks.

**Sample Adding Machine
Tape for Checks**

0. C
25.62 +
546.51 +
15.00 +

COMPLETING THE DEPOSIT FORM

The 4-ply deposit form is the only form that can be used to make deposits into a SOFO account. At the time of the deposit, the last (blue) copy serves as a receipt of the transaction. When completing a form, depositors should be mindful that sufficient pressure is applied to ensure that all copies are legible.

Heading

The heading is used by the Cashier's Office to record the transaction in the office ledger and assign it a reference number. The SOFO also uses it to post the deposit to the account.

STUDENT ORGANIZATION FINANCE OFFICE Northwestern University, Evanston, IL 60208		Deposit No. <u>6</u>
SOFO Account Name: <u>1</u> Number: <u>2</u>		
(Cashier's Office Timestamp)	DESCRIPTION OF SOURCE OF REVENUE	AMOUNT
Depositor Name: <u>3</u> Ph#: <u>4</u>		DEPOSIT TOTAL
This space is for Cashier's Office use only. Deposit Status: <input type="checkbox"/> OK <input type="checkbox"/> Modified		
Receiving Cashier _____ Verifier / Date _____		CHECKS
<input type="checkbox"/> Box Office <input type="checkbox"/> Cash Box Sales Date(s) <u>5</u>		CURRENCY
		COINS
		MEDIA TOTAL

1. Name of your organization as recognized by the SOFO.
2. Date the deposit is presented to the Cashier's Office.
3. Your organization's 8-digit account number.
4. Sign your name.

-
5. Leave blank. For Cashier's Office use only.
 6. The Cashier Attendant will assign a transaction number once the deposit is verified. This number will be used from that point forward to refer to the deposit. It will appear as a reference number on your organization's statement for the month.

SAF-Funded/ASG Student Organizations

Groups receiving any SAF funds must make deposits to their "01" General Funds line item. If these funds belong in another line item, they should be transferred by voucher with the approval of the organization's SAFC account executive or SGC group executive.

Body

DESCRIPTION OF SOURCE OF REVENUE		AMOUNT	
Depositor Name: _____ Ph#: _____		DEPOSIT TOTAL	

(Cashier's Office Timestamp)

The **DESCRIPTION OF SOURCE OF REVENUE** is used to reference the origin or purpose of deposited funds—e.g., dues, donations, fundraising, donut sales, etc. It should coincide with the ledger entry of the deposit. This section is used in investigations and audits. A descriptive summary is therefore required.

Though some treasurers use this section to keep track of deposited check information (e.g., check maker, check number, amount and transaction), such detail is not required by the Cashier's Office.

Totals

Depositors are also responsible for filling out the bottom third of the deposit form with the exception of the **CASHIER'S RECEIPT** and the **TOTAL DEPOSIT** sections. Within the **CHECKS** box, the total number of checks should be written in parenthesis. To the right of this, the total dollar amount of the checks should be listed.

Depositors should always include cents when writing amounts—e.g., **\$23.00** should be written rather than just **23**. The total dollar amount of currency should be listed in the empty section to the right of **CURRENCY** box. The same should be done for **COINS**. Finally, the total of all monies should be recorded in the empty section to the right of the **TOTAL** box.

This space is for Cashier's Office use only.		Deposit Status: <input type="checkbox"/> OK <input type="checkbox"/> Modified															
Receiving Cashier _____		Verifier / Date _____		<table border="1"> <tr><td>CHECKS</td><td></td><td></td></tr> <tr><td>CURRENCY</td><td></td><td></td></tr> <tr><td>COINS</td><td></td><td></td></tr> <tr><td>MEDIA TOTAL</td><td></td><td></td></tr> </table>		CHECKS			CURRENCY			COINS			MEDIA TOTAL		
CHECKS																	
CURRENCY																	
COINS																	
MEDIA TOTAL																	
<input type="checkbox"/> Box Office	<input type="checkbox"/> Cash Box	Sales Date(s) _____															

RETURNED CHECKS

When a check deposited to a SOFO account is returned from the bank as non-negotiable, or **NSF** (insufficient funds), SOFO will issue the organization a notification. In this case, the check amount will be deducted to cancel the deposit, and a \$30 bank fee will be charged to the account. The notification and the (original) canceled check will be filed in the group's SOFO mailbox. ***It is the responsibility of the group to collect the money from the person who wrote the check.***

FUNDRAISING

If it is to prosper and be of service to its members and the student body, every student organization must engage in some form of fundraising. One of the primary functions of the Cashier's Office is to assist you in the proper collection and recording of revenue generated from the fundraising events you sponsor.

General Considerations

With so many organizations competing for the limited amount of student spending cash, creativity goes a long way in attracting visibility and patrons. There are a few things officers should keep in mind when planning fundraising events.

1. Student events typically require that an organization work with various University departments. Within Norris, these departments include:

Box Office

- Advance ticket sales
- Ticket printing and event registration
- <http://www.northwestern.edu/norris/services/box-office/index.html>

Building Services

- Facilities to create banners or posters
- <http://www.northwestern.edu/norris/arts-and-recreation/artica/index.html>

Cashier's Office

- Preparation and distribution of starting funds
- Forms and procedures for receipt reconciliation
- Deposits
- Pays out on petty cash expenses
- <http://www.northwestern.edu/norris/services/cashiers-office/index.html>

Center for Student Involvement

- Student group advising
- Training in event planning and contracts
- <http://www.norris.northwestern.edu/csi/>

Events Planning

- Building reservations and catering services
- <http://www.northwestern.edu/norris/events/event-management/index.html>
- Audio-visual assistance for productions

SOFO

- Payments to vendors
- Check advances
- Letters of tax exempt status for purchases
- <http://www.northwestern.edu/norris/services/sofo/index.html>

Many of these are independent of each other and have their own mutually exclusive policies. The treasurer must ensure that all creative, legal and financial aspects of an event are coordinated properly. Failure to consider all of these in a timely manner may lead to a lessened event or even a cancelled one.

2. All student activities—which include the exchange of cash for tickets, services, performances or merchandise—must have starting funds. The treasurer of the sponsoring organization should request starting funds from the Cashier's Office at least five (5) business days before the funds are needed.
3. **All student activities requiring paid admission require tickets** to help track sales for the organization and to serve as receipts for the customers.
4. Any exchange of money must be recorded in some way—e.g., ticket stub, tally sheet, etc.
5. All monies received must be verifiable (independent of the physical cash on hand). That is, you should be able to calculate how much revenue was generated from the ticket stubs, tally sheets and beginning and ending inventories without needing to count the physical cash and checks on hand.
6. Some fundraising activities are regulated by City of Evanston ordinances. These may require paying municipal fees and taxes (e.g., amusement tax), obtaining special permits (e.g., solicitation) or restricting the manner in which an event is conducted.
7. Failure to adhere to policies may result in assessed penalties and/or event cancellations.

Student Events

All SOFO student groups sponsoring events at which monies will be exchanged must use starting funds provided by the Cashier's Office. Cash and checks (and credit card information when applicable) presented for admission, merchandise sales or services rendered require that detailed records of revenue streams and their sources be kept by the sponsoring organization.

Admission to an Event

It is always a good practice to issue tickets when admitting people to an event that a student organization is sponsoring. This is true whether admission is free or not. Knowing how many attendees the group has had in the past allows the organization to gauge the popularity of an event; determine whether similar events should be sponsored; and calculate how much funding may be necessary to do so.

Charged admissions always require ticket sales and, in turn, require the involvement of the Cashier's Office, directly through the issuance and verification of cash bags, or indirectly through the verification and deposit of Norris Box Office transactions. Depending on the budget it has to work with, each organization has a choice regarding the printing of tickets. It may use the Norris Box Office, an outside professional printer, or print the tickets itself using any variety of software. The

Cashier's Office can also provide generic tickets if none of the other options are feasible.

Starting Funds

The term "starting fund" (or "change bank") refers to the set amount of cash that the Cashier's Office provides for a student sponsored event—where money will be exchanged for admission, goods, services or performances. Starting funds are only issued to recognized SOFO organizations in good standing. They are to be used only to facilitate the transactions for which they are requested—usually to give change when in the process of completing a sale. ***Neither starting funds nor cash receipts should ever be used to pay any type of expense or to give out cash refunds.***

The cash that makes up a starting fund is SOFO money that is under the custodianship of the Cashier's Office. When a student organization requests a starting fund, the money distributed to that group's representatives does not come from the organization's SOFO account. It is, in effect, an interest free loan given by the Cashier's Office to the organization for a period not to exceed 24 hours.

Ticket Sales

Groups holding events that charge admission (door sales) are required to use a Cashier's Office starting fund and to sell tickets, printed or generic, to their patrons for the admission price.

The Norris Center Cashier's Office is able to provide generic ticket rolls. Tickets must be sold in numerical order—lowest number first. Roll tickets must be torn off, as they are sold, not before. The Box Office can offer more personalized ticket options.

Norris Center Box Office Services

The Box Office is a ticket sales agent for SOFO student organizations and the University. As such, it follows all the guidelines set by SOFO and University auditors.

The Norris Box Office will provide computer-generated tickets for all shows at a nominal cost to the sponsoring organization. In rare instances (and with prior approval of a Box Office Supervisor) an organization may provide its own tickets. If pre-printed tickets have been approved for sale, ticket design (size and shape) must be approved.

Ticket Pricing

Tickets may be single-priced or tier-priced. The price at which a ticket is sold depends upon the purchaser (for example, a student buying a ticket to a play might pay less than a faculty or staff member). For tier-priced tickets, an audit stub is printed on the edge of the ticket with various letter codes. Standard codes are S for student, F for faculty or staff, and G for general public. When the ticket is sold, the proper code is circled and the stub is torn off and retained by the Box Office.

Subscription sales are not conducted by the Box Office but may be carried out by officers of the student organizations interested in such sales. Tickets reserved for subscription sales should be removed from the ticket stock before it is transferred to the Box Office. Documentation of such sales must be presented to the Box Office before the remaining non-subscription tickets can be sold at the service window.

Sales

Ticket revenue deposits are made on a daily basis into the student organization's SOFO account, Monday through Friday. These deposits are made through the Cashier's Office. The line items to which these funds are deposited are stipulated by SOFO policy. That is, unless otherwise notified by the Cash Operations Manager, all ticket revenue for events sponsored by ASG-Recognized organizations will be deposited to that organization's -01 line item. Deposits for an event sponsored by a group not recognized by ASG will be credited to that group's -00 line item.

Neither the Cashier's Office nor the Box Office issue refunds.

AMUSEMENT TAX

This tax is applied to all presentations of non-live performances (i.e. films). If an organization charges admission to an event where films are shown, the Cashier's Office will submit an Amusement Tax Form to the City of Evanston based on the collected revenue. The Office will then deduct the tax (as of September 2003, 4% of the generated revenue) from the -00 line of the SOFO account.

This tax is applicable to any student group, whether philanthropic or not, that charges admission for such events. In the past, **philanthropic** organizations have avoided the tax by requesting recommended donations in exchange for admission tickets. Patrons, however, cannot be bound to the recommended level. As such, the organizations, **must issue** tickets to whoever requests them, whether or not a donation is forthcoming.

RAFFLES

Raffles are not permitted. A "raffle" means an agreement to pay something of value (including money) in exchange for a game of chance whereby the winning chance is determined through a drawing or some other method based on the element of chance. An example of a raffle is where tickets are sold for the purpose of entering the ticket holder into a drawing to win prizes. Raffles are considered gaming. Gaming is heavily regulated by state and local authorities and requires licensing and permits.

APPENDIX A: Business Hours and Directory

HOURS OF OPERATION

Student Organization Finance Office

Mon – Fri, 9:00 AM - 4:00 PM Regular academic year

Mon – Fri, 9:00 AM – 1:00 PM Academic breaks and summer session

Chase of Evanston

Mon -Fri 8:30 AM - 5:30 PM Sat 8:30 AM - 1:00 PM Phone: 847-491-6000

NORRIS STAFF DIRECTORY

ADMINISTRATIVE OFFICE STAFF

Kelly Schaefer, Executive Director of Norris Center.....	491-2320
Amy White, Director of Norris Center.....	491-2320
TBA, Administrative Assistant to the Director.....	491-2325
Daniel Foley, Asst. Dir. of Planning & Project Development.....	491-2320
Debra A. Blade, Assistant Director for Building Services and Marketing.....	491-2307
James McHaley, Director of Student Affairs Marketing.....	491-7113

BUSINESS OPERATIONS STAFF

Judy McHugh, General Manager of Business Operations.....	491-2327
Frank Zambrano, Cash Operations Manager.....	491-8653
TBA, SOFO Manager.....	467-1088
Carolyn Riehl-Mitchell, SOFO Dept. Asst.....	491-2328
SOFO Customer Service.....	491-2328
TBA, Accounting Assistant / Cashier.....	467-0099
Cashier Customer Service.....	491-8655
TBA, Payroll Department Asst.....	491-2385

CENTER FOR STUDENT INVOLVEMENT

Natalie Furlett, Associate Director of the Center for Student Involvement.....	491-2353
Judith Cooper, Asst. Director of the Center for Student Involvement /Campus Programs	491-9993
Rene Hall, Secretary for the Center for Student Involvement	491-2350
Andrea Bell, Asst. Director of Student Community Service.....	491-2051
Jason Hanson, Asst. Director of Leadership Development.....	491-2355
Tracey Gibson-Jackson, Coordinator of Student Theatre and Performing Arts Organizations...	491-2354

EVENT PLANNING & PRODUCTION

TBD, Assoc. Dir. of Events Planning.....	491-2330
Dornette Ashley, Asst to the Associate Director of Operations.....	491-2330
Michael McKean, Assistant Director of Operations.....	491-2335
Justin Clarke, Interim Operations Manager.....	491-2390
Melinda Weaver, Events Planning Manager.....	491-2330
Christopher Burpee, Technical Services Manager.....	491-2337

APPENDIX B – POINTERS ON IDENTIFYING VALID CHECKS

A check is valid if it has the following information:

1. **Preprinted maker** (student or donor) **information**. When accepting checks, it is a good practice to only accept checks that have the name and address of the maker imprinted on the upper left quadrant of their face.

Starter (Blank) Checks. Starter checks are items that are generally issued as temporary instruments to give account holders check writing privileges while they wait for their imprinted checks. The majority of them are valid; however, their lack of readily verifiable information makes them a preferred instrument for those wanting to commit fraud. The ease with which such items lend themselves to fraud is of such concern at the University, that departments are not allowed to receive starter checks unless the following guidelines are met:

- a. The presenter's name, address and phone are recorded on the check face.
 - b. The information is verified with proper identification (Driver's License or NU ID).
 - c. The department supervisor verifies and approves the transaction.
2. **Valid issue date.** The date on a check should coincide with the date that it was issued. Many banks consider checks drawn from their accounts valid for a period of six months after issuance. Some allow an entire year. Others only allow 30 to 180 days. Unless otherwise specified on the item, the Cashier's Office will only accept checks within the six-month period from the issue date.

Postdated Checks. As a rule, postdated checks—i.e., those submitted with a future issue date—will not be accepted. Postdating a check is not necessarily illegal, but writing a check, drawn on an account without the funds to pay the item, is illegal. This is true regardless of whether the check maker believes the money will be in the account when the item is presented for payment.

Student organizations should avoid accepting postdated checks. However, if it is discovered that a check has been postdated and the possibility of having the item corrected is slim, deposit it promptly. Officers should know that there is always the chance that either SOFO's bank or the drawee bank will refuse to pay on the item and return the check, or a facsimile. The organization would then be assessed a \$30.00 returned check fee for the item. ***Never agree to hold and not deposit someone's postdated check until the date on the item.***

Date Errors. Some banks do make allowances for date errors made at the beginning of a year. Through January, the Cashier's Office also makes allowances for some checks issued with the wrong date, but there are restrictions. Checks issued January 1 through January 15 of the current year, but dated with the previous year, will be accepted for deposit through the second Friday of February of the current year—e.g., If the current year is 2005, you may deposit a check dated "01/15/04" (in error) if you do so by Friday, February 11, 2005.

3. **Valid payee.** It is strongly recommend that student organizations request checks be made payable to "Northwestern University". Sometimes, in an effort to distinguish their organization from the University and other groups, students ask that checks be issued to the organization. However, there are two things to consider.
 1. The nonprofit tax status enjoyed by student organizations is tied directly to the University. Donors to an organization might have difficulty claiming charitable contributions for tax purposes if their checks are not paid to a federally recognized nonprofit institution.
 2. Student group accounts are strictly internal and specific to SOFO. All deposited checks are routed to a single bank account legally recognized as "Northwestern University". The bank may refuse to pay on checks if the payee named does not coincide with the account holder. If this should occur, bank penalties for returned items would be charged against the student organization.

Occasionally, despite instructions to the contrary, someone may send a check made payable to "Cash" or the student group; see page [61](#) for further instructions.

Under no circumstances will checks payable to a student group's event or production be accepted.

4. **Valid signature of maker.** Check makers often forget to sign their checks. An unsigned check is not a valid item for deposit. When made payable for more than a specified amount, some checks require two signatures. If this is the case and the item's actual amount meets the criteria, it is considered unsigned if only one signature appears on the instrument.

Where the signature appears is also an inflexible requirement. It must be placed on the line near the lower right corner of the check's face. The item is not negotiable if the signature appears on the memo line.

The account holder name and address are often printed on the upper left corner of the check face. On personal checks, make it a habit to match the signed name, if legible, with the printed name. Non-matching names do not automatically make a check void, but they should merit your precaution. Sometimes not all the authorized signers are listed on the check. If this seemsto be the case, you will have to decide whether to risk a returned check fee. Please note on the deposit form that you are aware of the discrepancy and wish to deposit the check anyway. If you don't, we may return the check to you.

5. **Matching check amounts.** Another common mistake involves a discrepancy between the amount listed numerically and the amount printed or written in longhand. If, for example, the numerical amount is "\$146.00" and the printed

amount is "One hundred and 46/100 Dollars," the check is usually valid for the printed amount. The Cashier's Office, however, will not accept this item.

Mr. & Mrs. John Donor
16523 Mockingbird Lane

(Date within six months of issue
or as specified by check) **350**

Pay to the Order of **Northwestern University**

20\$ (Numerical amount)

Bank of Illinois
1999 Davis Street
For .



(Must be signed by maker)

- 6. Authorized changes.** Since errors are common when issuing checks, banks have procedures for their checking account holders to modify what they have written. Only signers on the issuing checking account may make modifications. Altering any check that is not issued from an account on which you are a recognized signer is considered fraud and illegal. The Cashier's Office requires that each and every change on the face of the check be authorized with the maker's initials. Some alterations may require an authorizing signature rather than simple initials. There may be occasions when alterations are so extensive, that the check must be re-issued.

Foreign Checks. The discussion regarding drawee bank information has centered on financial institutions located within the United States. The majority of checks you receive will in fact be drawn on U.S. banks. Given the very diverse and international nature of the student body, however, at some point you may be presented with a foreign check.

Some foreign banks have satellite branches in the U.S. or hold reserve U.S. funds at American financial institutions. These banks often provide their nationals with the option of writing checks for payment in U.S. funds. Whether an item is credited to your account at face value, or minus a processing fee, depends not only the denomination it is intended to pay, but also on where the actual financial institution paying on the check is located.

Foreign checks, payable in U.S. funds, from two different banks can require you to handle them quite differently. Checks drawn off of a foreign bank, but "payable through" an American one, should be treated as regular checks and deposited accordingly. Foreign checks not "guaranteed payment" or "cleared through" an institution with an American address, must be processed on a separate deposit slip as a collection item and will result in a fee.

Collection Items. Collection items are checks that require special processing. There are two kinds of foreign checks that you may come across—those:

a. Issued for payment in U.S. funds but not cleared through a specific U.S.

financial institution.

- b. Issued for payment in foreign funds (e.g., Canadian dollars, pounds, etc.).

To be processed, a collection item must be payable for an amount not less than \$150.00 USD. With either type of check, a separate deposit slip is needed and the check identified as a collection item. The Cashier's Office does not have a mechanism to determine what the final transaction amount of the deposit will be. As a result, the deposit will be recorded at the numerical value on the item, regardless of denomination. Once our bank determines the conversion rate and assesses the corresponding service fees, it will notify the SOFO. The SOFO will then determine the necessary adjustment entries and post them to your organizational account.

Returned Checks. In addition to checks being returned by the Cashier's Office, student organizations may also see them returned by our bank. There are several reasons for this—ranging from bank accounts having insufficient funds to cover items, to accounts with sufficient funds that are unavailable because earlier deposits have yet to clear, to accounts that have been closed. Checks with written errors sometimes do get past the Cashier's Office and may, as a result, also be returned by our bank.

Please note that checks returned to you by the Cashier's Office are done so at various stages of the verification process prior to going to the bank. If a check is stopped prior to going to the bank, the item is simply deducted from the organization's deposit total on the receipt and is not posted as part of the deposit. If items are returned by the bank, the funds represented by these items have already been posted to the organization's SOFO account and thus are overstating the account's actual balance.

Whatever the reason for a check's return, an organization's SOFO account will suffer. Not only will the face value of the returned item be debited (deducted) from the account's balance, but a \$35.00 returned check fee will be assessed against the account for the item.