



**Student Activities**  
DIVISION OF STUDENT AFFAIRS

# Student Organization Finance Center



## Instructional Guide

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# Student Organization Finance Center Guide



## Section 1: General Information

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# About - The Student Organization Finance Center

## Purpose:

The SOFC provides banking and financial services in support of the activities and programs of recognized student organizations at Texas A&M University.

Services of the Student Organization Finance Center are supported by student service fees and the interest earned on SOFC account balances.

### ***Texas A&M University Student Rule 41.1.3***

*Deposit and withdraw all funds of the organization in the Student Organization Finance Center and/or with the University Fiscal Department. All funds must be deposited no later than the next business day after collection. The organization's advisor must approve and sign each expenditure before payment.*

## Suggestions:

Please contact the SOFC for any comments/suggestions on what we are doing well or how we can improve the SOFC office at 979-845-1114 or email [SOFC@stuact.tamu.edu](mailto:SOFC@stuact.tamu.edu).

## Business Hours:

M T W F 8:00 AM - 4:30 P.M. & Th 10:30A.M. – 4:30P.M.

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

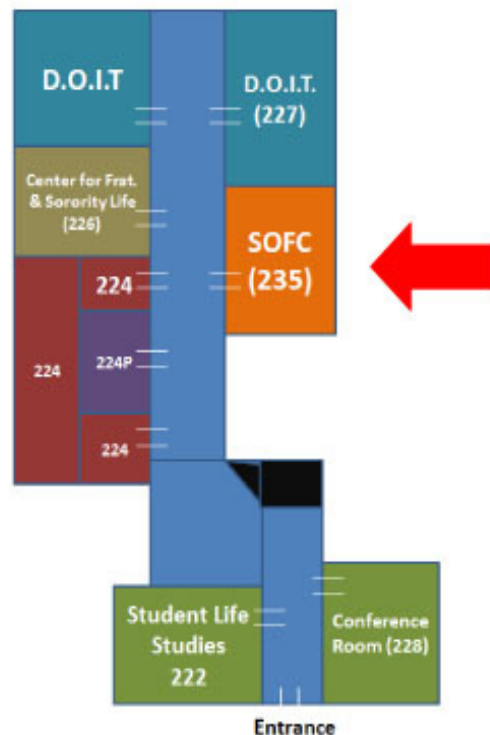
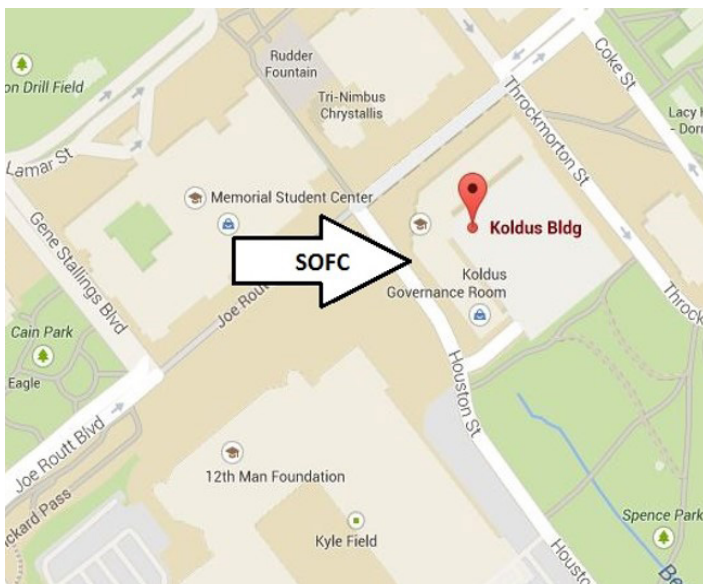
## Location:

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

## Contact:

Phone: (979) 845-1114

Fax: (979) 862-8166



# Escalation Procedures

The Student Organization Finance Center (SOFC) encourages open communication, feedback, and discussion about any matter of importance. If Cashiers are unable to handle concerns or provide solutions, it is highly recommended that individuals see the next point of contact to seek resolution.

Individuals will follow the “Chain of Command” for all matters including concerns, recommendations, and complaints. To bypass the Chain of Command will only delay corrective action, as the problem will be referred back to the appropriate person.

If for any reason, a decision is made that does not meet the satisfaction of the individual, the individual should escalate their concerns to the next level supervisor.

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## SOFC

### First Point of Contact

Student Assistant  
Business Associate/Cashier

### Second Point of Contact

Business Coordinator II/Auditor  
Business Coordinator III/Auditor  
Business Coordinator  
Training Specialist

### Third Point of Contact

Business Administrator  
Business Manager

### Student Activities

Associate Director of Student Activities, Accounting and Human Resources  
Director of Student Activities



# Policies

## General Policies of the SOFC

1. All requests are processed in the order they are received.
2. Account numbers are needed for almost every action within the SOFC.
3. A photo ID is needed to pick up checks and cash.
4. Forms require two original signatures: an advisor & student leader. All authorized signers must be designated on the signature card. Cash Advances require a third designee as funds custodian.
5. Hand written edits are NOT ALLOWED on signature cards.
6. Forms with White-Out on them will not be accepted.
7. Any expenses related to travel greater than 25 miles from campus will require a completed travel form.
8. Deposit all cash and checks for the organization in your SOFC account on the next business day after they are received.
9. Credit card receipts need to be deposited within two business days of sale.

## Texas A&M University, Financial Policies

1. System members must maintain a full and true accounting of all funds collected, including identification of the sources of such funds. Accountability for such collections must be maintained from the origin until final deposit in an approved depository bank.
2. The recipient of any payment must be identified with UIN if a TAMU student or employee. If not a student or employee, a Tax ID / social security number of the recipient will be required on a W-9 or the substitute W-9 for set up in the FAMIS system.
3. Organizations are expected to reconcile and use ledgers. Monthly reconciliation is strongly recommended.
4. Most student organizations are not tax exempt or non-profit and do not have a federal Tax ID number.
5. Any tax deductible donations should be made payable to and delivered to The Texas A&M Foundation in order for the donor to receive a gift receipt.
6. Raffles are not permitted in accordance with TEXAS STATE LAW.
7. No student organization funds may be used for the purchase of alcoholic beverages.
8. SOFC cash advance funds may not be used for services, rentals, gift cards, gifts above \$100, or anything that may be considered income.
9. Deposit ALL organization funds into an SOFC account by the next business day.
10. The organization advisor must approve and sign each expenditure before payment is made.

# Segregation of Duties

## Purpose

Segregation of duties is the concept of having delegated job functions that oversee each other's work, a key internal control that ensures no single person has too much influence over any business transaction or operation within the organization.

Peer checking/validation is one of the MOST IMPORTANT CONTROLS in the cash collection process. It protects not only the organization but also serves to protect the individuals charged with handling the organization's funds.

Segregation of Duties:

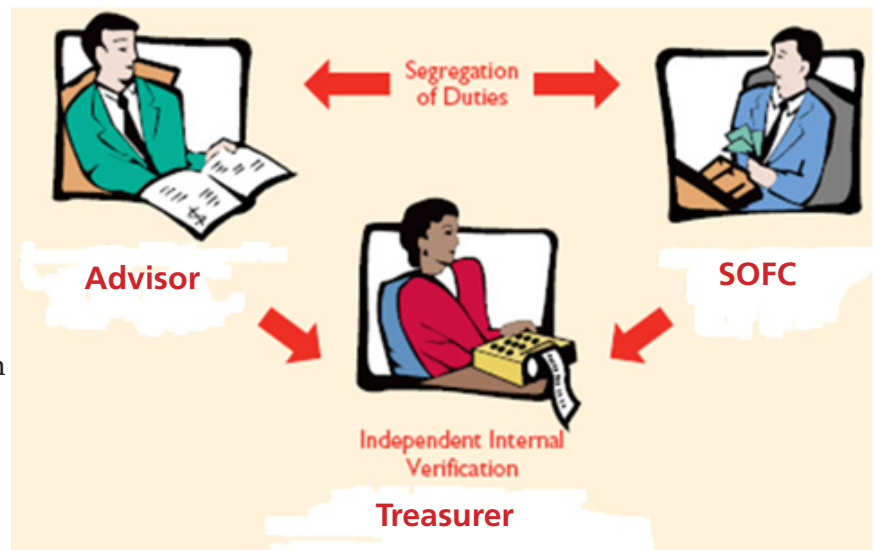
- Serves to prevent unintentional errors or fraud and ensure timely detection of errors that may occur.
- Provides a process by which any discrepancies and exceptions should be reported to the advisor and SOFC immediately.

Designate a position responsible for Collecting funds.

Designate a position responsible for Depositing funds.

Designate a position responsible for Reconciling accounts.

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



# Donations

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

There are additional restrictions for the use of these funds:

- Organizations cannot transfer the funds in or out of the sub-account.
- The money cannot be re-donated or awarded.
- The money cannot be used for a cash advance.
- Scholarships granted from all 9's sub-account must be competitive, with backup documentation provided.

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

Organizations that use the Foundation TAX ID# must deposit their funds through the Texas A&M Foundation at:



The Texas A&M Foundation  
401 George Bush Dr.  
College Station, TX 77840  
(979) 845-8161

## Special Funding

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

The SOFC will create a separate 900000 sub-account for these dedicated funds.

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

**For further information visit: <https://maroonlink.tamu.edu/>**

# Risk Initiative Funding

## Eligibility

Risk Initiative Funding is available for all recognized student organizations in the Department of Student Activities at Texas A&M University. To be eligible for this funding, your organization must be in compliance with all recognition procedures (please refer to your “Recognition Checklist” on StuAct Online). If the funds are requested for a specific event, you must also submit an Event Form through Maroon Link. Finally, the circumstance for your request must be a unique and/or unforeseen expense related to risk management costs, such as new initiatives or expectations for which your organization did not anticipate budgeting.

## Regulations

1. Any funds granted must be utilized according to the purpose for which they were allocated.
2. Any funds allocated but not used within 90 days of the event date will be returned to the Department of Student Activities Risk Initiative Fund.
3. Funds will not be granted for food, clothing, gifts, awards and honorariums, nor personal expenses for individuals not affiliated with TAMU. Risk Initiative Funds may not be donated.
4. If you are granted funding, a 99000 sub-account will be created under your SOFC account to hold the funds until you use them.
5. After the event or initiative has been completed, the student organization must provide the Student Organization Finance Center (SOFC) with all corresponding receipts and appropriate forms for payment.
6. After the event or initiative has been completed, the student organization must provide copies of the SOFC receipts and a written explanation of how the funds allocated were used to the Student Organization Development and Administration (SODA) team located in Koldus 142.

## Review of Applications

Reviewers will analyze several factors in your application. Some considerations will include:

- The circumstance for your request, as a unique and/or unforeseen expense related to risk management costs.
- The link between this event or initiative and the mission and purpose of your organization.
- Evidence of your organization’s comprehensive risk management planning for this event or initiative.
- Evidence of your organization’s ongoing efforts for proactive risk management.
- Evidence of your organization’s efforts to obtain funding through multiple avenues or initiatives.
- Evidence of your organization’s efforts to control costs and budget wisely.
- The overall and specific budgets included with your application.
- All funding decisions will comply with constitutional requirements of viewpoint neutrality.

**The SODA team will review your application within ten (10) business days of its submission.** You will receive a notification of your allocation approximately 2-3 weeks after the submission of your application. Questions regarding the status of your application or the review process can be directed to (979) 458-4371 or [soda@stuact.tamu.edu](mailto:soda@stuact.tamu.edu).

# Documentation

1. Receipts and invoices must be itemized. If provided two receipts, one itemized and one showing payment, you must provide both.
2. Receipts must be original and show a \$0.00 amount due or proof of payment (bank or credit card statements) will be needed.
3. Receipts or invoices smaller than an 8.5 x 11 page must be taped to the back of the SOFC Form. Avoid placing tape over the printed ink.
4. Multiple receipts (same credit card) can be combined on the same request.
5. Invoices cannot be combined – one check request per invoice. Invoices must be final billing and have an invoice number. No quotes or order confirmations.
6. Do not combine receipts paid using different credit cards in a single request. Place a separate request for each card in the name of the cardholder.
7. If there are non-reimbursable expenses, please request a separate receipt.

## Giveaways - Gift Cards

Certain giveaways are considered taxable income that we are required to report. In order to do this certain information must be collected from the gift recipient.

### **Information to collect:**

- Name
- Address
- UIN or SSN
- Purpose of Gift
- Amount
- Signed W-9 for gifts over \$100 to individuals not affiliated with Texas A&M

# Business Resources

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

## **Cash Boxes/Bags**

Cash boxes and cash bags are available for use on loan from the SOFC and serve the purpose of providing organizations with a way to bundle and transport cash transactions from the point of sale to deposit. The boxes and bags can be reserved by calling or emailing the SOFC (979.845.1114 or [sofc@stuact.tamu.edu](mailto:sofc@stuact.tamu.edu)). Once reserved they can be picked up at the SOFC during normal business hours. Note: Demand for these bags and boxes is high during large campus events such as football games, and the SOFC frequently exhausts the supply during these times.

## **Credit Card Terminals**

According to Texas A&M Policy, all Student Organization Funds must be deposited through the SOFC. This means popular personal credit card readers cannot be used. The SOFC does, however, offer credit card terminals that will deposit funds directly into SOFC accounts and these terminals can be reserved by calling or emailing SOFC at 979.845.1114 or [sofc@stuact.tamu.edu](mailto:sofc@stuact.tamu.edu). Note: Credit Card transaction fees do apply to every sale made using the terminals and demand for these terminals is high during large campus events. There are fees associated with accepting credit card transactions: .40 cents per transaction & 3% of gross sales.

## **Computer Lab**

A computer lab is available in the SOFC for Student Organization Leadership to facilitate financial transactions and conduct Student Organization business. The computer labs offer access to the Texas A&M Accounting System FAMIS. Through FAMIS the real time financial status of an organization can be viewed such as current balance and transactions.

## **Student Work Room**

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

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# Student Organization Finance Center Guide



## Section 2: Payment Requests

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# Payment Requests General Information

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

## General Timelines for Payment

- All transactions are processed in the order they are received.
- Under most circumstances, transactions can be completed and funds can be transferred or checks can be written in 5-7 business days.
- Checks can be either picked up at the SOFC or mailed to the payee as indicated on the transaction request.
- Checks will only be held for pick up at the SOFC for 5 business days. After that time they will be mailed to the payee.
- ACH or Direct Deposit is the fastest way to receive payment and is preferred by some vendors in our area as payment from student organizations.

## Distribution Considerations for Each Type of Transaction

### Check Request:

Check Requests are used for reimbursement or payment of an invoice. The form allows for the student organization to indicate whether the check should be mailed, automatically deposited, or will be picked up at the SOFC.

### Credit Card Payment Request:

The SOFC is capable of making payments on behalf of the organization using a credit card either online or over the phone. The transaction occurs immediately upon submission of a Credit Card Payment Request or on the requested date. In most cases, the student providing the request is asked to initiate the online payment in the computer work room of the SOFC. Once the online transaction is initiated, an SOFC staff member will make the payment.

### Cash Advance:

For all cash advances under \$1,500 the transaction is immediate and the funds are available the same day the funds are requested. For transactions over \$1,500 a check is available for pickup on the following business day at the SOFC. The check will be made payable to the funds custodian and can be cashed at any Wells Fargo or your local bank.

### Approval to Charge:

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

# Common Payment Types

A number of commonly used payment types are listed below. Detailed instructions for each of these transactions are provided in the following pages. Copies of the relevant forms are provided in the Appendix.

## Check Request

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

## Cash Advance

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

## Credit Card Payment

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

## Transfer

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

## On-Campus Approval to Charge

Used to remit payment to eligible TAMU vendors based on a pre-approved estimate of expenses.

# Payment Forms Explained

In this section each of the most common transaction requests is explored in detail with an emphasis being placed on an explanation of the type of information required in each section of the form. To view the form in its entirety refer to Appendix B.

## Standard Form Header

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

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

# Check Requests

## Purpose

Request for the SOFC to issue a check for payment or reimbursement of approved organizational expenses. See a blank Check Request Form located in the Appendix B.

Individual or business name check should be made payable to.	<b>Make Check Payable-to</b> Individual or Business Name:
Payee/vendor phone number.	Phone Number:
Payee/vendor mailing address is required regardless of delivery option.	Mailing Address:
Select delivery option. Checks for pick up will be mailed after 5 business days. Direct deposit requires set up.	<b>Select one</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mail to Payee Address</li> <li><input type="checkbox"/> Pick up at SOFC</li> <li><input type="checkbox"/> Direct Deposit</li> </ul>

## TAMU Affiliation (if payee is an individual)

<input type="checkbox"/> TAMU Student* <input type="checkbox"/> TAMU Employee* <input type="checkbox"/> Not Affiliated	Indicate if the person receiving the check is a TAMU student, system employee, or is not affiliated.
<b>*UIN # if Affiliated</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	If TAMU affiliated: Provide the UIN# of the person receiving payment.
Is the person receiving the benefit of this purchase a U.S. citizen or legal permanent resident?  <input type="checkbox"/> Yes <input type="checkbox"/> No - Please attach a copy of Visa/Passport	Indicate if the payee is not a U.S. citizen or legal permanent resident. Provide documentation.

# Check Requests (cont.)

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

## Payment Information

Statement of purpose and benefit to the organization:

Separate the expenses on the receipt into the appropriate categories:

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

Calculate total & verify amount.

Description	Object Code	Amount
Travel	3420	
Food	4015	
Office Supplies	4017	
Utilities	5025	
Membership	5211	
Services & Other Income	5609	
Clothing	5756	
Rent	5880	
Other Expenses	6337	
Items for Resale	6905	
	<b>Total</b>	

Student Organization Leader Signature

Phone:

Date:

Faculty / Staff Advisor Signature

Phone:

Date:

SOFC Signature(s) as needed

Phone:

Date:

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

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

# Check Requests (cont.)

## Documentation for Check Requests

### Reimbursements:

Tape the original receipt(s) to the back of the Check Request Form. Use additional sheets of paper as needed.

Tape the sides of the receipt to the paper. (Do not put tape on the ink of the receipt).

If the receipt does not show a zero balance, also include a copy of a canceled check or bank/credit card statement as proof of payment.

### Vendor Payments:

Attach the invoice to the Check Request Form - one invoice per request. The invoice must say invoice and have an invoice number. Order confirmations, pre-invoices, and quotes will not be accepted.

If the payee is not set up in our payment system, a W-9 will be required if not affiliated with TAMU.

If the payee is a student worker or TAMU employee who is being paid for a service (not reimbursed for an expense) they will receive their payment through the University Payroll system.

# Cash Advance

## Purpose

A request for a short-term cash advance to cover approved organizational expenses. A cash advance must be reconciled within five business days of the withdrawal. All original cash receipts must be turned in to SOFC and any remaining cash deposited. See a blank Cash Advance Form located in Appendix B of this manual for further review of the full document.

## Funds Custodian

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

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

Provide name, contact phone number, address, and UIN# for the Funds Custodian.

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

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

### Funds Custodian - cannot be a signatory on the form

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

## Restrictions

Cash advances cannot be used for:

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

Intended use of funds must be indicated on the Cash Advance form at the time of withdrawal.

Improper use of funds will require repayment on the part of the Funds Custodian



# Cash Advance (cont.)

## Cash Advance Agreement

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

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

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

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

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

Required to reconcile by date: 

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

Funds Custodian Signature - *Photo ID required*

SOFC Signature

Statement of purpose and benefit to the organization is required.

Statement of purpose and benefit to the organization:

Separate the expenses on the receipt into the appropriate categories:

- Travel Expenses
- Food
- Office Supplies
- Utility Costs
- Membership/Dues
- Clothing (including promotional items)
- Items for Resale

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

Calculate total check amount.

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

## Cash Advance (cont.)

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

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

Neither of these individuals can serve as the cash custodian.

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

### Reconciliation

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

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

# Credit Card Payment Request

## Purpose

If a transaction requires the use of a credit card, organizations can request a representative of the SOFC use the SOFC credit card information to complete a transaction over the phone or online. Funds are drawn from the organization's account to cover the purchase. *See a blank Credit Card Request Form located in Appendix B of this manual for further review.*

Student Organization Name: <input style="width: 90%;" type="text"/>			SOFC Use Only	
Account Number			E-Doc #	<input style="width: 90%;" type="text"/>
Sub-Account			Voucher #	<input style="width: 90%;" type="text"/>
Date (mmddyyyy)			Ticket #	<input style="width: 90%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		

## Vendor Information

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

Vendor Information	
Vendor Name: <input style="width: 90%;" type="text"/>	Amount \$ <input style="width: 150px;" type="text"/>
Contact Name: <input style="width: 90%;" type="text"/>	Phone Number, Website or Email Address: <input style="width: 90%;" type="text"/>

## Reservation Details

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

Reservation Information		
Reservation Made By: <input style="width: 90%;" type="text"/>	Phone Number: <input style="width: 90%;" type="text"/>	
Reservation Under/Guest Name: <input style="width: 90%;" type="text"/>	From Date: <input style="width: 150px;" type="text"/>	To Date: <input style="width: 150px;" type="text"/>
Confirmation Number: <input style="width: 90%;" type="text"/>		

# Credit Card Payment Request (cont.)

## Statement of Purpose

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

Statement of purpose and benefit to the organization:

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

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

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

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

## Important Note:

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

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

# Transfer Request

## Purpose

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

There are two types of transfers that can be performed.

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

Ex. Organization A owes Organization B for BBQ tickets.

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

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

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

TO Account Name	To Account Number	Amount
FROM Account Name	FROM Account Number	

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

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

# Transfer Request (cont.)

Reason for Transfer:\*

--

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

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

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

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

# On-Campus Approval to Charge

## Purpose

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

Examples of TAMU vendors include:

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

Student Organization Name: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>			<b>SOFC Use Only</b>																					
Account Number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							Sub-Account <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						Date (mmddyyyy) <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											E-Doc # <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
			Voucher # <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>																					
			Ticket # <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>																					

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

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

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

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

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

Vendor Information		
On-Campus Vendor Name: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	Estimate Amount	\$ <div style="background-color: #e6f2ff; width: 100px; height: 20px;"></div>
Vendor Contact Name: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	Phone Number: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	Email Address: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>
Purchase Information		
Description of Purchase: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	Event Name: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>	Event Date: <div style="background-color: #e6f2ff; height: 20px; width: 100%;"></div>

# On-Campus Approval to Charge (cont.)

Provide a statement of purpose and benefit to the organization.

Statement of purpose and benefit to the organization:

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

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

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

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



# Scholarship/Award/Donation

## Purpose

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

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

Student Organization Name: <div style="background-color: #e0e0ff; height: 20px; width: 100%;"></div>			<b>SOFC Use Only</b>																																					
Account Number	Sub-Account	Date (mmddyyyy)	E-Doc #																																					
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>											<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>									<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																				Voucher #
			Ticket #																																					

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

# Scholarship/Award/Donation (cont.)

## TAMU Affiliation (if payee is an individual)

TAMU Student\*  
 TAMU Employee\*  
 Not Affiliated

\*UIN # if Affiliated

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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

Yes  
 No - Please attach a copy of Visa/Passport

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

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

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

Indicate the category of grant for the funds disbursement:

- Undergraduate Scholarship
- Graduate Scholarship
- Cash Award
- Donation

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

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

**Tax Withholding (select one)**

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

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

# Scholarship/Award/Donation (cont.)

Provide a statement of purpose and benefit for the grant.

Statement of purpose of the award: <div style="background-color: #e6f2ff; height: 80px; width: 100%;"></div>
---

Student Organization Leader Signature	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
Phone:	Date:
Faculty / Staff Advisor Signature	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

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

# Direct Deposit

## Purpose

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

First provide basic contact information

## SOFC Direct Deposit Form

Student Organization Finance Center Direct Deposit Form

For TAMU Use Only: Aggie Buy:  Concur:

### Student Information:

Name:  UIN:

Address:

City:  State:  Zip:

Next provide Banking information and authorization to deposit funds.

### Banking Information:

Bank Name:  Local #:

Routing #:  Account #:

Account Type:  Checking  Savings

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

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

Signature:  Printed Name:

Submit signed original document to the SOFC.

# SOFC Documentation in Lieu of Receipt

## Purpose

In the event a receipt is lost this form can be used to request reimbursement for expenses. This document must be obtained at the SOFC. Distribution of this form will be done on a case-by-case basis.

<b>SOFC Documentation in Lieu of Receipt</b>											
Student Organization Name:											
Account Number				Sub-Account				Date (mmddyyyy)			

Information that would have been printed on the receipt is provided here.

<p>Vendor name and transaction details.</p>	<p>Vendor Name:</p> <hr/> <p>Amount:                      Transaction Date (mmddyyyy)</p> <p>\$                                      <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table></p>											<p>Itemization of Purchase:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Reason for purchase and the reason there is no receipt available.</p>	<p>Reason for Missing Receipt:</p> <hr/> <hr/> <hr/> <p>Reason for Purchase:</p> <hr/> <hr/> <hr/>											

Authorizing signatures indicating acknowledgment of the lost receipt and legitimacy of the items purchased.

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

List of all items purchased that would have been printed on the missing receipt

This form must be submitted with a bank statement and cannot be used for cash purchases.

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# Student Organization Finance Center Guide



## Section 3: Deposits

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# Deposit Ticket

## Purpose

To deposit cash, checks, or money orders in organizational accounts. Deposit tickets are only available at the SOFC during business hours. A fully completed deposit ticket must be included with any funds deposited.

Deposits can be made at the SOFC cashier window during business hours or at an after-hours drop box:

**Deposit Ticket**  
**Student Organization Finance Center**  
**235 Koldus Texas A&M University**

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

SOFC Account Number

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

Sub-Account Number

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Person Making Deposit

(     )

Phone

  /  /

Date

Enter each piece of required information above the line.

- Organization account number / sub-account number
- Name of organization making the deposit
- Name & phone number of person depositing funds
- Date of the deposit

# Deposit Ticket (cont.)

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

## Cash/Check Count by Denomination:

### Section A

- List a breakdown of currency and coins by denomination in TOTAL DOLLAR AMOUNTS:
  - i.e. \$00.06 in pennies,  
\$04.00 in one dollar bills  
\$60.00 in twenty dollar bills
- All checks should be totaled as one line item.
  - i.e. \$24.62 in checks.
- Sum and enter the total of all funds in the deposit.

Section A: Cash / Checks Count		
Currency	\$100	
	\$50	
	\$20	\$60.00
	\$10	
	\$5	
	\$1	\$4.00
Coin	1.00	
	.50	
	.25	
	.10	
	.05	
	.01	\$0.06
	Total Cash	\$64.06
	Total Checks	\$24.62
	Total Deposit	\$88.68

Section A total and Section B Total must match

## Total by Distribution:

Section B: Distribution		
Donations	0297	
Dues	0418	\$60.00
Registration	0486	
Merchandise	0503	
Clothing	0558	\$28.68
Ticket Sales	0528	
Other	0574	
Total Deposit		\$88.68

### Section B

- Distribute the funds in the deposit by source.
  - i.e. \$60.00 were dues collected  
\$28.68 were clothing sales
- Enter total amount per category

# Check Verification

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

## Verification Checklist:

The image shows a check form with the following fields and labels:

- A.**: Check Date (indicated by a line and the year '19' followed by a blank space)
- B.**: Pay to the order of (indicated by a line)
- C.**: Dollar amount in numerals (indicated by a box containing '2400')
- D.**: Dollar amount in words (indicated by a line followed by 'DOLLARS')
- E.**: Signature of check writer (indicated by a line)
- FOR**: Payable to (indicated by a line)
- Routing Number**: 221052781
- Account Number**: 6724301068
- Check Number**: 2400

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

- A. Check Date
- B. Check is made payable to Student Organization
- C. Dollar amount of check in numerals
- D. Dollar amount of check in words
- E. Signature of check writer must be on the signature line
- F. Check needs to be endorsed by organization

**ENDORSE CHECK HERE**

**F.** For Deposit Only

Organization Name \_\_\_\_\_

Organization Account Number \_\_\_\_\_

\_\_\_\_\_

DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE

\_\_\_\_\_

# After-Hours Deposits

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

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

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

## Drop-Box Locations

**West Campus** at the freestanding Wells Fargo ATM in front of parking area 74 on Olsen Blvd.

**Memorial Student Center Lobby** first floor next to Wells Fargo ATM.

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



### Safety Notes

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

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# Student Organization Finance Center Guide



## Section 4: Marketplace

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# About Marketplace

## What is Marketplace?

Marketplace is an online mall, where student organizations can set up a store and accept credit card payments. It is typically used for selling organization merchandise collecting registration fees & dues.

## Requirements:

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

## Marketplace Roles and Responsibilities:

Recognized organizations need a minimum of two officers to fulfill the Marketplace roles listed below:

1. Store Manager: Manages the site set-up; performs storefront maintenance; adds/modifies products; and runs reports (typically also Store Contact, but will never also be Clerk and/or Accountant because segregation of duties.)
2. Store Clerk fulfills manual orders
3. Store Contact: Receives emails from customers
4. Store Accountant: Runs Marketplace reports, can add and modify products

## Training:

Only organizations that have two officers who have received Marketplace training with the SOFC will be allowed to set up a Marketplace account. Training can be found at StuAct Online by going to Resources, Training Center, Officer Training and finally Marketplace training. For assistance contact the Marketplace Assistant at [sofcga@stuact.tamu.edu](mailto:sofcga@stuact.tamu.edu) or call (979) 845-1114.

## Policies and Fees

- There are monthly fees associated with selling products on Marketplace: \$0.40 per transaction and 3% of gross sales
- All products must be set to “No Sales” Tax, and all products must be approved before enabled.
- Surcharges are not permitted. Even though there is a \$0.40 fee per transaction and 3% of gross sales charged to the organization, these fees cannot be added to the sales price of online Marketplace sales unless they are also added to inperson physical sales.
- Fullfillment of orders should be made daily by the Store Clerk. This process will initiate the charge against the credit cards used for purchases.

## **Market Place FAQs:**

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

Make sure you are using the following link to access the Marketplace main site:  
<https://secure.touchnet.com/ucommercecentral/>  
If you still have trouble logging in, please email [sofcga@stuact.tamu.edu](mailto:sofcga@stuact.tamu.edu).

### **What browser works best with Marketplace?**

Marketplace works best with Google Chrome.

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

Your advisor must submit an email with their approval for any requested refund or order cancellation. Emails can be sent to [sofcga@stuact.tamu.edu](mailto:sofcga@stuact.tamu.edu). The request should include: order number, customer name, and amount to be refunded.

### **Can I accept donations via Marketplace?**

No. Marketplace cannot be used to accept donations. Tax receiptable donations must be made through the Texas A&M Foundation in order for donors to receive the proper tax receipt.

**Important Note:** Marketplace cannot be used for raffles.

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# Student Organization Finance Center Guide



## Section 5: Credit Card Terminals

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# Credit Card Terminals

## General Guidelines

Student Organizations are able to accept credit card transactions for goods and services offered by the organization. However careful consideration should be made regarding Texas A&M System policies, mainly the fact that organization funds should not be deposited in personal bank accounts. All credit card funds received by Student Organizations should be deposited through the SOFC within two business days of receipt. (See TAMU student rule 41.1.3 on page 7 of this guide).

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

## Acceptable Solutions

The SOFC offers wireless credit card terminals that can be checked out for use by Recognized Student Organizations. After a brief training and the submission of a Credit Card Security Agreement, organizations can use these terminals at the point of sale for credit card transactions. This service is offered free of charge by the SOFC, but credit card processing fees do apply. (\$.40 per transaction plus 3% of gross sales)

If physical point of sale use of credit cards is not important an organization may want to consider accepting credit cards as payment by offering merchandise/services via Marketplace. See Market Place page 47 for details.

## Steps for Reserving and Using SOFC Credit Card Terminal

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

## Other Important Considerations for Credit Card Terminal Use

- The wireless terminal uses cellular transmission technology and will only work while in range of a cellular tower.
- Major credit cards accepted include: Visa, Mastercard, Discover, and American Express.
- All organization members having access to the credit card terminal equipment must read and sign the acknowledgement of the Credit Card Security Training.
- Credit Card Processing Fees will be incurred at the rate of .40 cents per transaction and 3% of gross sales.
- Copies of all three documents should be maintained by the organization [(1) sale tickets (2) batch (or detail) report (3) settlement report] for your organization's records.
- Submit originals to the SOFC within two business days of sales for processing along with a completed Deposit Ticket indicating Account and Sub Account.

## Penalties for Violating the Security Agreement

Failure to follow procedures:

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

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# Student Organization Finance Center Guide



## Section 6: Reconciliation

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# Reconciliation

## Purpose

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

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

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

## Reconciliation Form

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

The diagram shows a form with three input fields on the left and two on the right. The left fields are labeled 'Organization Name', 'Reconciling Statement Month', and 'Reconciling Statement Ending Balance'. The right fields are labeled 'Account Number' and an unlabeled field. Lines connect the legend box to the input fields: one line to the 'Organization Name' field, one to the 'Reconciling Statement Month' field, one to the 'Account Number' field, and one to the unlabeled field.

Organization Name

Account Number

Reconciling Statement Month

Reconciling Statement Ending Balance

Enter:

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

## Reconciliation (cont.)

**Deposits NOT on Statement**

Date deposited:	Amount:

**Total Deposits Not on Statement**

(add) \$0.00

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

**Reimbursements or Payments NOT on Statement**

Date turned in:	Vendor	Amount:

**Total Reimbursements or Payments Not on Statement**

(subtract)  

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

**Reconciled Balance**

\$0.00

**Balance as shown on Ledger**

=====

Financial Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

# Reconciliation (cont.)

## Account Ledger

The SOFC has provided an Excel spreadsheet tool named Account Ledger that students can use to perform monthly reconciliation. The Account Ledger is available through the Resources -- Forms menu on StuAct Online and will auto-calculate balances as transactions are entered. Use of the tool is recommended to minimize the chance of calculation errors.

SOFC Ledger					
Beginning Monthly Balance:		\$0.00			
Add: Total Deposits		\$0.00			
Less: Total Expenses		\$0.00			
Ending Monthly Balance:		\$0.00	WARNING! YOUR ACCOUNT HAS REACHED \$0		
Total Deposits:		\$0.00	Total Expenses:		\$0.00
Date	Deposits	Amount	Date	Expenses	Amount

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# Student Organization Finance Center Guide



## Section 7: Organization Restriction

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# Organization Restriction

## Results of Restriction

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

## Causes of Restriction

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

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

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# Student Organization Finance Center Guide



## Appendix A: Glossary of Terms

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# Glossary

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

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

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

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

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

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

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

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

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

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

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

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# Student Organization Finance Center Guide



## Appendix B: Forms

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# SOFC Check Request

Student Organization Name:			<b>SOFC Use Only</b>																										
Account Number			E-Doc #																										
Sub-Account			Voucher #																										
Date (mmddyyyy)			Ticket #																										
<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>									<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>									<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											
<b>Payee Information</b>																													

**Make Check Payable to** (information required)

**TAMU Affiliation and Travel Authorization**

Individual or Business Name:	<input type="checkbox"/> TAMU Student* <input type="checkbox"/> TAMU Employee* <input type="checkbox"/> Not Affiliated																				
Phone Number:	*UIN # if Affiliated																				
Mailing Address:	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
<b>Select one</b> <input type="checkbox"/> Mail to Payee Address <input type="checkbox"/> Pick up at SOFC <input type="checkbox"/> Direct Deposit	<b>Travel Form Password</b> (Required for travel more than 25 miles from College Station)  <table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> - <table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				

### Payment Information

Statement of purpose and benefit to the organization:

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

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

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

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

SOFC Notes:

# SOFC Cash Advance

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

## Funds Custodian Information

**Funds Custodian** - cannot be a signer on the form

Name:											
Phone Number:											
Mailing Address:											
UIN #: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>											
<input type="checkbox"/> Cash (up to \$1,500.00)	Check#:										
<input type="checkbox"/> Check (> \$1,500.00)	Date:										

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

I understand cash advances cannot be used for services, rentals, gift cards, gifts above \$100 in value, anything considered income, prizes, awards, donations, membership dues, delivery fees, tips/gratuity (unless included in the price of the meal for a large party).

Required to reconcile by date: 

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

Funds Custodian Signature - <i>Photo ID required</i>
SOFC Signature

## Payment Information

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

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

Statement of purpose and benefit to the organization:

Description	Object Code	Amount
Travel	3410	
Food	6339	
Office Supplies	4014	
Clothing	5755	
Other Expenses	6335	
	<b>Total</b>	

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

Reconciliation Information	Reconciled By Signature	Date	Travel Form Password <small>(Required for travel more than 25 miles from College Station)</small>												
Deposit #:			<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>												
Amount:	SOFC Reconciled By Signature	Date	SOFC Notes												
Receipts:															
Total:															

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

# SOFC Credit Card Payment

Student Organization Name:			<b>SOFC Use Only</b>																																				
Account Number	Sub-Account	Date (mmddyyyy)	E-Doc #																																				
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>													<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>													<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>													Voucher #
			Ticket #																																				

## Vendor Information

Vendor Name:	<b>Amount</b> <input style="width: 80%;" type="text"/>
--------------	--

Contact Name:	Phone Number, Website or Email Address:
---------------	---

## Reservation Information

Reservation Made By:	Phone Number:
----------------------	---------------

Reservation Under/Guest Name:	From Date:	To Date:
-------------------------------	------------	----------

Confirmation, Order, or Invoice Number:
---

Statement of purpose and benefit to the organization:
---

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

## To be completed by the SOFC

Student Organization Leader Signature	
<div style="background-color: #ccc; height: 20px; width: 100%;"></div>	
Phone:	Date:
Faculty / Staff Advisor Signature	
<div style="background-color: #ccc; height: 20px; width: 100%;"></div>	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

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

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

<b>Travel Form Password</b> (Required for travel more than 25 miles from College Station)																										
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>													-	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>												

SOFC Notes:
-------------

# SOFC Transfer Request

Student Organization Name:

SOFC Use Only

Approval:

Trans #:

Date:

Account Number      Sub-Account      Date (mmddyyyy)

<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>								<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>												

## Transaction Information

TO Account Name	To Account Number	Amount	SOFC Use Only															
	<table border="1" style="width: 100%; margin-bottom: 5px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table> <span style="font-size: 20px; margin: 0 5px;">-</span> <table border="1" style="width: 100%; margin-top: 5px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>														<table border="1" style="width: 100%; height: 50px; margin: 0 auto;"> <tr><td style="width: 100%;"> </td></tr> </table>		<p>Object Code</p> <table border="1" style="width: 100%; height: 30px; margin: 0 auto;"> <tr><td style="width: 100%;"> </td></tr> </table>	
	<p><b>FROM Account Number</b></p> <table border="1" style="width: 100%; margin-bottom: 5px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table> <span style="font-size: 20px; margin: 0 5px;">-</span> <table border="1" style="width: 100%; margin-top: 5px;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>															<p>Object Code</p> <table border="1" style="width: 100%; height: 30px; margin: 0 auto;"> <tr><td style="width: 100%;"> </td></tr> </table>		

Reason for Transfer:

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

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

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

SOFC Notes

# SOFC On-Campus Approval to Charge

Student Organization Name:

**SOFC Use Only**

E-Doc #

Voucher #

Ticket #

Account Number

Sub-Account

Date (mmddyyyy)

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

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

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

## Instructions

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

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

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

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

## Vendor Information

On-Campus Vendor Name:

Estimate Amount \$

--

Vendor Contact Name:

Phone Number:

Email Address:

## Purchase Information

Description of Purchase:

Event Name:

Event Date:

Statement of purpose and benefit to the organization:

--

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

## To be completed by the SOFC

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

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

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

SOFC Notes:

--

# SOFC Scholarship/Award/Donation

Student Organization Name:

**SOFC Use Only**

Account Number

Sub-Account

Date (mmddyyyy)

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

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

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

E-Doc #

Voucher #

Ticket #

## Payee Information

**Make Check Payable to**

**TAMU Affiliation (if payee is an individual)**

Individual or Business Name:

---

Phone Number: \_\_\_\_\_ (Business) Tax ID Number: \_\_\_\_\_

---

Mailing Address:

---

**Select one**

Mail to Payee Address

Pick up at SOFC

Direct Deposit (non-employee)

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

\*UIN # if Affiliated

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

## Payment Information

Statement of purpose of the award:

---

**Description                      Object Code      Amount**

Undergraduate Scholarship	5910	
Graduate Scholarship	5915	
Cash Award <sup>1</sup>	524 _	
Donation	5634	
	Total	

Student Organization Leader Signature

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

---

Faculty / Staff Advisor Signature

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

---

SOFC Signature(s) as needed

---

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**<sup>1</sup>Tax Withholding (required)**

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

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

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

SOFC Notes:



# SOFC Direct Deposit Form

Student Organization Finance Center Direct Deposit Form

For TAMU Use Only: Aggie Buy:  Concur:

### Student Information:

Name:  UIN:

Address:

City:  State:  Zip:

### Banking Information:

Bank Name:  Local #:

Routing #:  Account #:

Account Type:  Checking  Savings

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

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

Signature:  Printed Name:

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

# SOFC Documentation in Lieu of Receipt

Student Organization Name:

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

## Transaction Information

<p>Vendor Name:</p> <hr/> <p>Amount:                      Transaction Date (mmddyyyy)</p> <p>\$                                      <input style="width: 100px; height: 20px;" type="text"/></p> <p>Reason for Missing Receipt:</p> <hr/> <hr/>	<p>Itemization of Purchase:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Reason for Purchase:</p> <hr/> <hr/>	

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

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

Purchaser Signature	
<div style="background-color: #cccccc; width: 100%; height: 20px;"></div>	
Phone:	Date:
Student Organization Leader Signature	
<div style="background-color: #cccccc; width: 100%; height: 20px;"></div>	
Phone:	Date:
Faculty / Staff Advisor Signature	
<div style="background-color: #cccccc; width: 100%; height: 20px;"></div>	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

**SOFC Notes**



# Reconciliation Form

Organization Name \_\_\_\_\_

Account Number  
\_\_\_\_\_

Reconciling Statement Month \_\_\_\_\_

Reconciling Statement Ending Balance \_\_\_\_\_

Deposits **NOT** on Statement

Date deposited:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____

**Total Deposits Not on Statement** (add) \$0.00

Reimbursements or Payments **NOT** on Statement

Date turned in:	Vendor	Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Reimbursements or Payments Not on Statement** (subtract) \$0.00

**Reconciled Balance** \$0.00

**Balance as shown on Ledger** \_\_\_\_\_

Financial Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attach a Copy of your Ledger**

# Student Organization Finance Center Guide



**Business Hours:**

M T W F 8:00 AM - 4:30 PM & Th 10:30 – 4:30

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

**Location:**

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

**Contact:**

Phone: (979) 845-1114  
Fax: (979) 862-8166  
Email: [SOFC@stuact.tamu.edu](mailto:SOFC@stuact.tamu.edu)