Student Organization Finance Office – SOFO 101

Transaction Training
What is SOFO?

Where Business Managers can initiate transactions, access funds or ask questions related to their SAAC budgets or SOFO accounts.

We can not process transactions for Student Organizations that do not have an open account with SOFO.
Where is SOFO?

Room 101E Wilson Commons

Down the spiral staircase inside of the Ruth Merrill Center (and across from the Common Market)
What are SOFO’s hours?

Monday – Friday
8 am – 4:30 pm
and is closed on most Federal Holidays
How do I reach SOFO?

• You should always start by reaching out to your Student Accountant directly

• If you need further assistance you can e-mail:
  • The general SOFO e-mail address @ askSAAC@rochester.edu
  • Rita Pecoraro (2019-2020 Treasurer) @ rpecorar@u.rochester.edu
  • Lionel Imena-Kirenga (2019-2020 Deputy Treasurer) @ limenaki@u.rochester.edu
  • Jessi Kerr @ jessica.kerr@rochester.edu
  • Jen Nicholson @ jennifer.Nicholson@rochester.edu
Who works in SOFO?

Student Accountants
- Grace
- Andrew
- Camila
- Michaela
- Annemarie
- Kamil

Deputy Treasurer – Lionel Imena-Kirenga

SA Treasurer – Rita Pecoraro
Who works in SOFO? cont’d

**Staff Members:**

WCSA/SA Accounting Bookkeeper – Jessi Kerr

WCSA Staff Accountant – Lina Mitchell

Manager of Finance & Administration – Jen Nicholson

*Located in Ruth Merrill 101f*
What Transactions can SOFO do?

- Online Orders
- Credit Card pick up for select local vendors
- Payment of internal U of R Vendors (including ECM, Meliora Catering, and Facilities)
- Copy Center order placement
- Payment of invoices and contracts via check
- Purchase Order requests
- Accepting Cash and Check Deposits for Student Organizations

Everything in **GREEN** starts with a Transaction Request Form and the item in **BLUE** starts with a Deposit ticket
All **GREEN** transaction request forms can take up to 2-3 business days to process.
Transaction Request Form

Organization Name/WCSA Attribute: ____________ Today's Date: ____________

Business Manager/Requester's Name (Please Print): ____________

Business Manager/Approver's Signature: ____________

Payment Method – please select only one (1):

☐ Check ☐ Credit Card pick-up ☐ Facilities, ECM or Catering Invoice ☐ Online purchase
☐ Purchase Order ☐ Requisition ☐ Transfer ☐ Other: ____________

Preferred Vendor: ____________ Estimated Amount: ____________

Event Name: ____________

Event/Service Date: ____________

Product description or explanation of how funds will be used:

________________________________________________________________________

Mail to Vendor at: ____________

☐ Business Manager pick-up from SOFO office during business hours

FOR OFFICE USE:

Actual Amount: ____________

FOR OFFICE USE ONLY

PROCESSED BY: ____________ DATE: ____________

Funding: ☐ OP69 ☐ WSCSA Operating ☐ Student Employment ☐ CommonMkt ☐ Hirs: ☐ Gowen

FAQs: ☐ CommWknd ☐ FSA ☐ Transportation ☐ Vendor ☐ Other: ____________

RC/SC: ____________
Online Orders

Example of Vendors that would fall under this category:

• Amazon
• Enterprise Rental Car
• Copy Center requests – see Copy Center Request instructions
• Panera Bread
• Etc.
Online Orders – cont’d

To place an order with an online retailer:

1. ✓ Online purchase
2. Place Request form in Drop off Basket
3. Sign up for an online order via sa.rochester.edu ➔ Services ➔ For Clubs ➔ Everyday Links ➔ Online Orders (https://calendly.com/online-orders)
4. Come to SOFO on your designated day & time to place order (have the website links in a document that can be pulled up).
NEW! Hotel Reservations

• An e-board member must submit the Group Travel request form and receive approval for all travel that is greater than 25 miles from campus.

• Once approval has been granted by Advisor and the request has been acknowledged (rejected) by the Travel team – Business Manager must retrieve the stamped request form from the wall file and complete all of the required information.

• Hotel reservations should be initiated by the Business Manager OUTSIDE of the SOFO office by using the U of R Lucid travel link below (a calendly appointment is not required):

  https://rochester.lucidhotels.us/
Credit Card sign out/pick up

To place an order with an online retailer:

1. ✅ Credit Card Pick-Up
   - Walmart
   - Wegmans
   - AC Moore
   - BJ’s Wholesale
   - Tops
   - Home Depot
   - Sunoco — Gas card for travel (can be used at 99% of gas vendors, not just Sunoco)

2. Place Request form in Drop off Basket

3. On the day that it is needed (or Friday if needed over the weekend) sign out the Credit Card with a SOFO staff member

4. Return the credit card AND RECEIPT to SOFO no later than 1 business day after sign out.
   - For Example, Sign out on Monday, due back Tuesday before 4 pm.
   - Sign out Friday, due back on Monday before 4 pm.
Credit Card drop off

• If you cannot drop off the card during business hours or no one is in the office to leave the card with, please use the Credit Card drop off.
ECM, Meliora Catering & Facilities

To pay an ECM, Meliora Catering, or Facilities:

1. ✔ Facilities, ECM or Catering Invoice
2. Write which vendor it is that you are paying on the Preferred Vendor line
3. Provide the RESERVATION # or INVOICE # in the Product description
4. Place Request form in Drop off Basket
5. SOFO will take care of the rest!
Event and Classroom Management (ECM)
University of Rochester - Gavett Hall
252 Hutchison Rd, RC Box 270641
Rochester NY 14627
275-4111

Invoice

Client
Frazier, John
-RCSO Class of 2019 Council
Ruth Marsh Hall, Wilson Commons
University of Rochester
Rochester, NY 14627
USA

Invoice Number: ECM2254
Invoice Date: 5/31/2019
Due Date: 6/30/2019
Event Name: Presidential Debate
Reservation No.: 598476
Email Address: jfrazier@u.rochester.edu

Order Name: Presidential Debate

Meliora Catering
725 Library Road
PCB Room 305, Rochester, NY 14627
585-275-7887

University Facilities and Services
River Campus Facilities and University Properties

June 20, 2019

Event: SHE'S THE FIRST SUMMIT
Work Order: H677195
U of R Internal Vendor Payments

Example of Vendors that would fall under this category:

- Sanitarian
- Public Safety
- UR Tech Store
- Post Office
- Barnes & Noble
- Starbucks
- Payment to various Departments to purchase products or pay for services
To pay an Internal Vendor at the U of R:

1. √ Requisition
2. Write which vendor it is that you are paying on the Preferred Vendor line
   - Provide documentation to substantiate the payment amount, if available.
3. Place Request form in Drop off Basket
4. In 2-3 business days, pick up Blue copy of the 312 Requisition from the Form Pick up basket
5. Provide the Blue copy of the 312 Requisition to the vendor requesting payment *(unless otherwise indicated/discussed with SOFO)*
6. If you receive a receipt from the vendor, please bring it back to SOFO
**REQUISITION 33300405**

**Suggested Supplier:** UR TECH Store

**Ship To:** 101 EVANSTON COMMONS

**Deliver To:**

**PROJECT #**

| Item # | Supplier Catalog # | Description | QTY | UOM | UNIT COST | TOTAL | CONSIDER
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<tr>
<td>2</td>
<td></td>
<td>215 HD TUBES</td>
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<td>1429.5</td>
<td>2850</td>
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**NOT TO EXCEED TOTAL $285.00**

**Requested by:**

**Signature:**

**Lori Johnson**

**Department:**

**Signature:**

**Support of Service**

**Jr. Administration Approval:**

**Signature:**

**Jr. Administration Approval**

**Date:**

**11/18/11**

**UR Account Charged:**

**020**

**0890012**

**58900**

**100**

**Capital Expenditure:**

**Y**

**Purchasing Office:**

**REQUISITION 33300405**

**Purchasing Notes/Comments:**
Copy Center vs. Ruth Merrill Printer

Organization needs copies

Black & White or Color Copies of **50 or less**

**PAPER SIZES:**
8 ½" x 11", 11" x 14" or
11" x 17"

Visit to SOFO **not** needed-
Follow instructions to use the Ruth Merrill Printer

Black & White or Color Copies of **51+**

or

Sizes or paper types that differ from the ones listed above

or

Complex printing needs

Copy Center online order through SOFO required-
Follow Copy Center Request instructions
Ruth Merrill Printer usage

- **Green** Transaction request form **NOT needed**
- Student organization must email the print ready file to wicobuma@ur.rochester.edu or bring a hard copy to the Common Connection
- Call the Campus Center Building Manager at 585-329-9093 to initiate print job
- It is the responsibility of the Student Organization to ensure that there is sufficient funding available to cover the costs of the print job
Copy Center Request

1. Follow all of the Steps to initiate an Online Order
2. Have a digital copy of your file available in your email or on a flash drive
3. When you arrive for your Online Order appointment, login to the Xerox print center with your University ID
   • https://www.rochester.edu/printcenter/submitjob.html
4. You will need to know paper size, Color, thickness, etc. at the time of your appointment
Contracts and Invoices

To initiate the payment of a Contract or Invoice by Check:

1. ✓ Check
2. Write the name as it should appear on the check on the Preferred Vendor line
3. Indicate whether you intend to pick-up the check or if you wish for SOFO to mail it on your behalf
4. Attach the Invoice (SOFO will NOT accept Quotes for payment by check) or fully executed Contract
5. Place Request form in Drop off Basket
   - Checks are issued twice per week (Tuesday and Friday) – please plan accordingly
6. If Pick-up was indicated – please see a member of the SOFO staff to assist you with retrieving the check
   - The Business Manager is the ONLY person authorized to sign out checks for pick up
Contracts and Invoices – cont’d

- WCSA’s Standard Agreement Form must be used (in lieu of invoices) for Services provided by an Individual or Business.
  Services include but are not limited to:
  - Photographers or Videographers
  - DJ’s
  - External Caterer’s

- Contracts will not be accepted without the signature of the Service Provider, the U of R’s Authorized Signer (work with your advisor to obtain proper signatures) & a completed W-9.
Invoice vs. Quote

- Organizations wishes to pay an External Vendor
  - Documentation received from Vendor.
    - Is it an Invoice/Amount due is finalized
      - Follow the process to have a check Issued
    - Is it a Quote/Amount due is approximate and will be finalized closer to request date
  - Documentation NOT received from Vendor.
    - Confirm with Vendor that PO will be accepted. Request a Purchase Order with approximate value provided by Vendor.
Purchase Orders

Example of Vendors that would fall under this category:

- Domino’s
- Get Caked
- Mark’s Pizzeria
- Party City
- Tandoor of India (for $40 or under only – for $40+ a Contract is necessary)
Purchase Orders – cont’d

To initiate the creation of a Purchase Order (PO):
1. ✓ Purchase Order
2. Write the name as it should appear on the check on the Preferred Vendor line
   • If the Vendor has provided you with a QUOTE (not an invoice) paper-clip it to the Transaction request form
3. Place Request form in Drop off Basket
4. In 2-3 business days, pick up White & Yellow copy of the Purchase Order from the Form Pick up file in SOFO
5. If necessary, call vendor to formally place order and provide them with the PO#
6. Provide the White copy of the PO to the vendor that is requesting proof of future payment *(unless otherwise indicated/discussed with SOFO)*
7. After you have received the final Invoice or Receipt from Vendor, attach it to the Yellow copy and drop it off at SOFO
Deposits

• SOFO can accept Checks and Cash ONLY for Student Organizations that have an account with SOFO
  • Checks should be made payable to University of Rochester
  • Student Organization name should be included in the check Memo

• Deposits must be left with a **human**.
  • Please do not leave them in the form drop off or with our fish, Pivot Nicholas Mavrelis.

• All deposits must be attached to a Blue Deposit ticket
  • Please be sure to indicate what the Source of Funds was AND provide details on the lines provided
    • Whatever you write on these lines, is what will appear on your Monthly Report... Be SPECIFIC!
  • If you have more than 6 checks, you can write in the check total as a lump sum, you do **NOT** need to write our multiple Deposit tickets.

• **PLEASE** do NOT sign the back of the check!
Petty Cash Checks?

• Petty Cash can no longer be requested to create a change fund for at door ticket sales.
  • Any events that will have 50 or less participants, must request pre-prints (or Mobile box Office) through the ticket request form, a small change fund will be provided at the time of pick-up.
  • Any events that will have more than 50 participants must request the Mobile Box Office for at door sales.

• The River Campus JPMorgan Chase no longer cashes checks, SOFO is working to establish a small change fund that can assist with Organizations that may need change while tabling.
If you need a refresher..

- Please reach out to your student accountant to schedule a time to meet.
- Refer to the sa.rochester.edu website to access:
  - This powerpoint
  - The Business Manager Manual
Questions?