

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



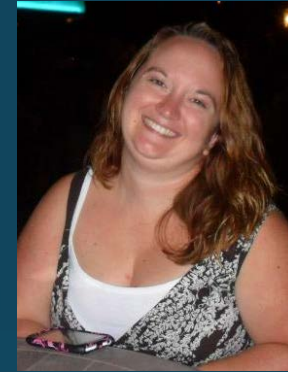
SA Treasurer – Rita Pecoraro



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

☐ Student Organization ☐ WCSA

CC #: _____

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: _____

Please indicate Funding Source:

- ☐ Budgeted Expense
☐ Extra Funds Committed
☐ Unbudgeted
☐ Other _____

Product description or explanation of how funds will be used:

For Check
requests
ONLY:

☐ 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: _____

11

☐ PCard
☐ Amdt

☐ TAC
☐ GB Check

☐ JE
☐ GB Transfer

Funding ☐ OP99 _____ ☐ WCSA Operating ☐ Student Employment ☐ CommonMkt ☐ Hirs: ☐ Gowen (g/km)
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 can not 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
262 Hutchison Rd, RC Box 270041
Rochester NY 14627
275-4111

Invoice

Client

Fraser, Julia
-RCSO Class of 2019 Council
Ruth Merrill Center, Wilson Commons
University of Rochester
Rochester, NY 14610
USA

Invoice Number: ECM2254

Invoice Date: 5/31/2019
Due Date: 6/30/2019
Event Name: Senior Week 2019
Reservation No.: 598476
Email Address: jfraser@u.rochester.edu

Order Name: **Presidential Debate**




Meliora Catering

735 Library Road
FDB Room 305, Rochester, NY 14627
585.275.7687

SERVICE
ORDER #19248

Monday, 4/8/2019
Ordered On: 3/6/2019
Last Modified: 4/22/2019 12:49:02 AM

 **Confirmed**

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

U of R Internal Vendor Payments – cont'd

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

THIS IS NOT A PURCHASE ORDER. FOR INTERNAL USE ONLY.
All commitments of funds must be made on official purchase orders.

Red = REQUIRED FIELDS to be filled out.
Grey shaded areas are for Corporate Purchasing use.

REQUISITION
33300405

(see instructions on back)

Ship To:

Deliver To:

Complete for All Requests
SHIP TO DEPT:

Suggested Supplier:

SUPPLIER CODE:

Address: 101E Wilson Commons

Order to Address:

City: State: Zip:

City: ST: Zip:

Room #: 17 Box #: 270281 Bldg#:

Phone: Fax:

Phone: 5-3236 Fax:

Attn:

Attn:

Does vendor have access to Protected Health Information? Y N or Personal Information? Y N

☐ Y ☐ N Supplier Price Justification Form attached (orders >\$25,000 or single source)

Patient Care Item? ☐ Y ☐ N

Value Analysis Approval

Date

☐ Y ☐ N Price verified with

☐ Y ☐ N

Quotes/Contracts attached - # of quotes

☐ New PO ☐ Renewal

PROJECT #

PO CLASSIFICATION

COVER SHEET COMMENTS:

STD. COMMENTS

PMM ITEM #	SUPPLIER CATALOG #	QTY	UOM	DESCRIPTION (PLEASE ATTACH SUPPLIER QUOTE TO REQUISITION WHEN REFERENCING.)	UNIT COST	TOTAL	COMMODITY
		2		Fire HD Tablets			
				Quote BR186815	142.95	285.90	

NOT TO EXCEED TOTAL \$ 285.90 * Totals exceeding \$50,000 including Amendments increasing the current PO Total > \$50,000 requires Divisional Approval (Dean, Director or Chair)

DESIRED DELIVERY DATE: / / START DATE: / / END DATE: / / Replaces P.O. # New P.O. #

EACH SIGNER CERTIFIES TO THE BEST OF HIS OR HER KNOWLEDGE, THAT THIS PURCHASE IS FAIR AND REASONABLE AND IN THE BEST INTEREST OF THE UNIVERSITY AND THAT NO EMPLOYEE OF THE UNIVERSITY OR ITS AFFILIATES WHO WAS INVOLVED IN THE PURCHASING DECISION HAS A CONFLICT OF INTEREST PER THE UNIVERSITY'S CONFLICT OF INTEREST POLICIES EXCEPT AS SHOWN ON THE ACCOMPANYING SUPPLIER PRICE JUSTIFICATION CONFLICT INFORMATION FORM (SPJC).

Requestor Name (PRINT) Leif Johansen	Title: Speaker of Senate	Dept/PI Approval (PRINT) Jen Nicholson	Title: Asst
Signature:	Date: 1/19/18	Signature: (1) J. Nicholson	Date: 1/18/18
Department:	Phone:	Dept/PI Approval (PRINT)	Title:
Intramural Address:	Box #:	Signature: (2)	Date:
E-Mail Address:		*Division Approval	Title:
		Signature:	Date:
		Senior Administration Approval	Title:
		Signature:	Date:
UR Account Charged:	*CM 020	*FAO 09990261	*SC 58900
	*CM	*FAO	*SC
	*CM	*FAO	*SC
HH Account Charged:	Dept#	*Subaccount	

☐ Y ☐ N CAPITAL EXPENDITURE

HIGHLAND HOSPITAL CODE

REQUISITION
33300405

PURCHASING REVIEW

Initials: Date: / Initials: Date: / Initials: Date: /

Purchasing Notes/Comments

ORIGINAL
312 (Rev 8/17)

Copy Center vs. Ruth Merrill Printer

Organization needs
copies

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

PAPER SIZES:

8 1/2" 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

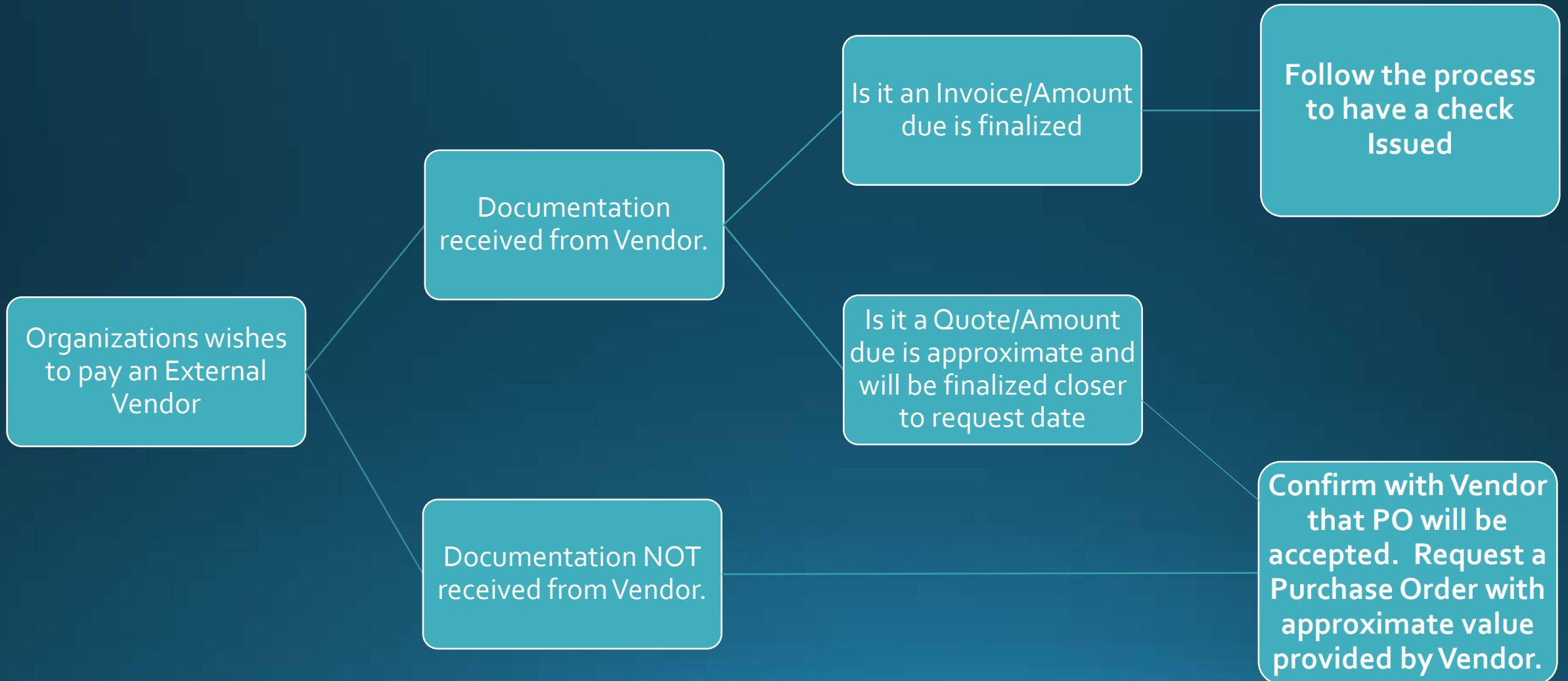
To initiate the payment of a Contract or Invoice by Check:

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



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 out multiple Deposit tickets.
- PLEASE do NOT sign the back of the check!

Deposit Ticket

Organization Name: _____ Today's Date: _____

Depositor Name: _____

Source of Funds:

- ☐ Fundraising Proceeds ☐ Gifts/Donations
☐ Member Dues/Participation Fees ☐ Sale of Goods
☐ Other: _____

Funding Source Details: _____

Cash Total	
List of Checks	
Total Deposit Amount	

FOR OFFICE
USE ONLY

Accepted By: _____ Date: _____

FAO Credited: OP990 _____

☐ RC13700

☐ SC52600

Verified By: _____ Date: _____

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?