**Introduction to SOFO & SGA**

SOFO’s primary functions are to disperse funds for student organizations and to assist with the fiscal management of the following accounts:

- Student Activity Fees; allocated by the Student Government Association (SGA) through the budget and bills
- Custodial Funds
- Gift Funds
- Parents Fund for Student Life & Leadership

**SGA Accounts**

- Money awarded from SGA is transferred in your account
- With the assistance of a SOFO staff member, that money can be used for what you need to purchase
- The money you don’t spend goes back to SGA at the end of the year

**SGA Funding Requires:**

- Capital Outlay purchases (Capital Outlay: purchases that are expected to last more than 3 years)
- All purchases $2,500 and over must be carried out by SOFO
  - Reimbursement will not be permitted.
- Organizations must provide proof of payment for their 1/3 of the Capital Outlay purchase or may use funds in their GT Custodial or GTF Gift/Donation accounts.