Payment Guidelines

Service & honorarium payments Must be paid by SOFO

These types of payments are reportable to the IRS if over $600 per calendar year:
- Service Payment (Consultant/Photographer/DJ & Band, etc.)
- Honorarium Payment (Speakers, Short Course Instructors, Coaches)
- For payment to a new vendor, request payee to fill out Vendor Profile Form in advance via GT Business Services web-link at:
  - https://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER_REGISTRATION_PROD
- If an organization prepaid any service/honorarium payment (regardless of the amount and forms of payment), the organization will not be reimbursed for the expense by GT

How to pay a vendor or third party by check request

- Fill out the SOFO Purchase Form online.
- Attach an invoice that contains: the vendor’s complete address, phone number and invoice number along with an itemized description of work performed or products purchased, unit price, date of service, and payment terms.
- Invoices must be billed as follows:

  Georgia Tech
  Name of the Student Organization
  711 Marietta Street
  Atlanta, GA 30332-0285

  - If the invoice does not show this in the “Bill To” information, your payment will NOT get processed.
  - If using a new vendor, request the vendor to fill out the GT Vendor Profile Form in advance via GT Business Services web-link at:
    https://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER_REGISTRATION_PROD

Payment to vendor or third party using a requisition

- Start with getting a quote for the desired goods/services from the vendor. SOFO staff will use that quote to get a purchase order issued prior to goods or services being received. Obtaining goods or services without a PO is prohibited by GT and DOAS policy
- Any purchase above $2,499 or service payment of any amount must be submitted through the GT purchasing department. Your purchase must be requested 3-4 weeks in advance before payment can be made.
- Any per unit equipment purchase that is over $2,999 must go through purchasing and be tagged as GT Inventory
- Purchases greater than $10,000 from a non-Georgia Tech contracted vendor must have sole source documentation. Without sole source, two additional quotes are needed. Please reach out to SOFO staff for more details.
- Any purchase over $24,999 must go out for bid regardless of sole source justification
Other Payment rules

- Any purchase/reimbursement (for any value) when using GT Trademarks and Logos must use an authorized vendor that has an official licensing agreement with Georgia Tech. The list of authorized vendor can be found at the Communication’s website http://licensing.gatech.edu/ or contact Aimee Anderson aimee.Anderson@comm.gatech.edu.
  Note: you must provide supporting documentation that the GT name or any GT logos were not used.
- E-Verify certification is needed for all service, contracts, and p-card purchases over $2500.
- All purchases $2,500 and over must be carried out by SOFO – Reimbursement will not be permitted

Georgia tech catering providers policy

- For catering purchases under $300, any licensed food service provider may be used at the choice of the event sponsor/organization.
- For all catering purchases over $300, for events on Georgia Tech property, only the approved, licensed caterers under contract with Georgia Tech may be used. A request for exception can be made by completing the Catering Services Exception Form and it requires prior approval from student center at least 4 weeks prior to the date of the event.
- Detailed information and all forms can be found at: http://www.procurement.gatech.edu/payables/food-policy
- If asking SOFO to pay for your food, please make an appointment or send request via email 3 days prior to the event.

Georgia tech catering providers policy

Special note: SOFO will require the completed group meal form and the purchase/reimbursement form before the payment of all food orders and if over $300, the signed food exception form even if processing as a reimbursement.
Student Organizations Financial Training

Student Organizations Financial Training Form

Purpose: This form is used to provide documentation for all food/group meal purchases through all institutions and sponsored events. Traditional funds include organizations, departmental or nonprofit funds, student activity funds, and auxiliary funds. A copy of this form must be submitted with any F-Card request documentation and proof of commitment submitted for Authorization.

Name of Event or Meeting:

Date of Event:

Time(s):

Name of Organization:

Type of Activity:

Funding Source:

Policy Guidelines:

- All meal purchases must be pre-approved by the department head.
- All meal purchases require a budget prior to purchase.
- All meal purchases must be pre-approved by the division head.
- All meal purchases must be pre-approved by the student organization.
- All meal purchases must be pre-approved by the student organization coordinator.
- All meal purchases must be pre-approved by the student organization advisor.
- All meal purchases must be pre-approved by the student organization treasurer.
- All meal purchases must be pre-approved by the student organization secretary.
- All meal purchases must be pre-approved by the student organization president.
- All meal purchases must be pre-approved by the student organization vice president.
- All meal purchases must be pre-approved by the student organization treasurer.
- All meal purchases must be pre-approved by the student organization secretary.
- All meal purchases must be pre-approved by the student organization president.
- All meal purchases must be pre-approved by the student organization vice president.
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