Student Organizations Financial Training

Types of Payments

Payment by Procurement Card (P-CARD)

- P-card can be used for any purchases under $2,499
  
  NOTE: Any purchase over $1,000 now requires a signed form with 2 different signatures before the purchase can be made.

<table>
<thead>
<tr>
<th>P-card can be used for:</th>
<th>P-card can NOT be used for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Subscriptions</td>
<td>X Motor Vehicle Fuel</td>
</tr>
<tr>
<td>✓ Registration</td>
<td>X Travel &amp; Lodging</td>
</tr>
<tr>
<td>✓ Supplies &amp; Materials</td>
<td>X Cash Advances</td>
</tr>
<tr>
<td>✓ Food &amp; Catering</td>
<td>X Gift Card Purchase</td>
</tr>
<tr>
<td>✓ T-Shirt</td>
<td></td>
</tr>
</tbody>
</table>

How to Use P-Card to Make Purchases

- Make appointment with a SOFO staff accountant via email.
- Make purchase selection via Internet in SOFO Office or submit vendor’s invoice to SOFO via sofo.gatech.edu. Please make sure you submit all the completed forms necessary – Purchase Form, Food Form, etc.
- Remember to inform vendor that purchase is for official State of Georgia purposes and should be exempted from state and local sales tax.
- Advantage: Avoid out of pocket expenses and avoid waiting to be reimbursed.

P-Card Payments via PayPal

- PayPal payments are allowed but are deemed High Risk Vendors; a special documentation is required.
- These types of payments should be kept to a minimum to avoid instances of p-card fraud.

Payment by Reimbursement

If an organization is making purchase(s) with an invoice total less than $2,499 from their personal funds or paying from their off-campus account, then the Treasurer of your organization must:

- Approve all Purchase/Reimbursement Request Form with all the original store itemized receipts to SOFO via sofo.gatech.edu.
- Provide Proof of payment (receipt with last four digits present, bank statement, credit card statement, copy of cleared check) showing name of bank and payee.
- If your student organization itself is going to receive reimbursements to deposit in your off campus bank account, you must complete an electronic payment at http://www.paymode.com/gatech
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- If you or another individual in your organization plan on receiving reimbursements on a recurring basis, you may want to sign up for electronic payment at http://www.paymode.com/gatech. This will make the reimbursements process more efficient.
  - Requests for reimbursement must be submitted within ONE calendar month of the date of payment issuance.
  - Purchases with an invoice total exceeding $2,499 must be carried out by SOFO. Reimbursement of this amount or greater are not permitted. **If a GT employee makes the purchase, they can’t be reimbursed for more than $500 – No exception (this includes advisors and students)**

Travel Reimbursement

- SGA Travel-Reimbursement only based on the JFC policy and the Travel Calculator. Please visit: http://sga.gatech.edu/ug/?q=finance
- Non-SGA Travel (Gift and Custodial) are allowed by the organization officers approval.
- Different funding sources can be combined in a travel reimbursement. Georgia Tech will not pay or reimburse any Airbnb rental.

Payment by internal transfer

All of the following type of expenses and payments can be made via Georgia Tech Interdepartmental Transfer.
- Technique Ads/Blue Print
- Center for the Arts – Ferst Center Theatre
- Student Center’s Room Reservation
- PCS Printing services
- Craft Center
- Institute/Department charges/Facility charges
- Parking & Transportation
- Background checks

How to request payment by internal transfer

- Obtain Service Contract/Invoice from the above listed department prior to your event
- Submit the service contract to SOFO via sofo.gatech.edu.
- SOFO staff will verify organization’s fund availability and send the authorization to the requesting department for making the Internal Transfer.

**REMINDER:** Prepaying the above expenses with personal funds is *not* recommended.