

SORF GUIDELINES

OFFICE OF STUDENT ENGAGEMENT

STEP 1: SORF AUTHORIZATION FORM

- Bring in **completed** form to Office of Student Engagement on the day of purchase
- Three (3) names required: Advisor, President/Treasurer, and User (different from other two names)

STEP 2: RESPONSIBILITIES OF P-CARD USERS

- **Be sure all purchases do NOT have tax**
- Make sure receipt is itemized
- Include names of all whose food was paid with SORF on back of restaurant receipt
- NEVER go over authorized amount
- Do NOT give card to anyone else
- Do not purchase online or outside Nacogdoches/Lufkin (Student Engagement office only)

DO NOT PURCHASE:

- **Items used for fundraisers**
- **Gift, bank, store, or phone cards**
- Membership dues
- Items for personal use
- Alcohol or tobacco products
- Scholarships
- Charitable contributions
- Postage
- Monetary payments to SFA employees
- Computer equipment
- Vehicle rental (travel request **only**)
- Auto fuel (travel request **only**)

STEP 3: RETURNING P-CARD

- Return P-Card NO LATER than the next business day
- Bring all itemized receipts

STUDENT TRAVEL

- Must be completed 3 weeks in advance of travel date
- *See Donna Crawford in our office for more information about travel

ENCUMBRANCE & UNUSED FUNDS POOL (UFP)

- Form available March 3, 2014
- Form due Friday, March 7, 2014 by 5 p.m. (Friday before Spring Break)
- Funds not Encumbered will be taken away

PAST DUE AMOUNTS

All outstanding balances from the previous school year must be paid by the first of the following August or the delinquent organization will not be able to receive SORF for an entire year.

FOR MORE INFORMATION CONTACT US
(936)468-3703 OR STUDENTACTIVITIES@SFASU.EDU