

SORF Documentation Checklist

This form is designed to guide treasurers in providing the documentation necessary to receive SORF reimbursements or payments. Use one checklist for each voucher package that you are preparing. A separate voucher package is required for each payee, and each voucher package must stand-alone.

General Documentation Requirements

- 1. Complete an **Organization Fund Disbursement Voucher**
Form available from RSO Office or <http://union.illinois.edu/involvement/rso/forms.aspx>
- 2. Complete a **SORF Expenditure Form**.
Form available from RSO Office or <http://union.illinois.edu/involvement/rso/forms.aspx>

Vendor Information

- 3a. Is the payee a student, University employee or University department?
If YES, skip to 4. If NO, continue to 3b.
- 3b. Has the vendor's information changed?
If NO, continue to 3c. If YES or I DON'T KNOW, skip to 3d.
- 3c. Has the payee been paid by the University before or have a Banner Vendor Number?
If YES, skip to 4. If NO or I DON'T KNOW, continue to 3d.
- 3d. Complete a **Vendor Information Form** for each vendor.
A form W-9 cannot be used in lieu of this form. The University form contains additional required fields.
Form available from RSO Office or <http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=917070>

Payment

Payment evidence is required for every expense to be reimbursed (not directly paid to the vendor). Therefore, you should review this section for each expense in the voucher package and mark all that apply.

- 4a. Was the RSO's University Account directly charged by the University?
If YES, provide an **RSO Account Statement** and continue to 5. If NO, continue to 4b.
- 4b. Were the goods or services paid by a University department using a purchase order, purchasing card, travel card or TEM expense report?
If YES, provide a copy of the **Purchase/Expense Report Documentation** and continue to 5. If NO, continue to 4c.
- 4c. Has payment already been made? If NO skip to 4d.
If YES, provide **Proof of Payment** - Required regardless of amount.
(credit card statement, bank statement or cancelled check) and continue to 5.
Proof of payment must show: Payee Name, Account Number and Transaction
Cash expenses cannot be reimbursed under any circumstance.
- 4d. Has the payee requested to be paid by ACH/EFT/Direct Deposit? If NO continue to 5.
If YES, complete **U of I EFT Form** and continue to 5.
Form available upon request or <http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=917072>
NOTE: This form requires approval by the Assistant Director, Student Programs & Activities

Contractual Services (excluding travel costs)

- 5a. Provide an executed **Letter of Agreement** or **Contract**
Form available from RSO Office or <http://union.illinois.edu/involvement/rso/forms.aspx>
- 5b. Provide **proof of services rendered** (photo, signed statement, etc.).

Publications/Communications

- 6a. Provide a **copy of publication/communication** showing SORF Identifier.
- 6b. Provide **receipt or invoice** for goods and services received.

Permanent Equipment

- 7a. Provide a shipping document (e.g. packing slip), or **proof that item was placed into service**.
- 7b. Provide **receipt or invoice** for items received.

Rentals

- 8. Provide **receipt or invoice** for items rented.

Licenses/Royalties for Film or the Performing Arts

- 9a. Provide **copy of license or royalty** or permission to show/perform.
- 9b. Provide **receipt or invoice**.

Travel

- 10a. **Proof of Attendance** at destination (e.g. photo, nametag, program, etc.).
- 10b. Automobile: **Directions service printout** (GoogleMaps, etc.) of actual route taken.
- 10c. Ticketed transportation: **Travel Document** (e.g. Boarding Pass).
Mobile passes should be photocopied or a paper version printed.
and **receipt or invoice**.
- 10d. Lodging: **Itemized Bill**.
- 10e. Registration: Provide **receipt or invoice**.
- 10f. International Travel Insurance: **Student Account Statement** showing charges.

Reminders:

- Receipts that are smaller than a Letter-Size paper need to be taped to a full sheet of white paper. Please tape all sides of the receipt.
- Calculator tape must be attached to any page with 3 or more receipts on it.
- When using a photograph as proof of services rendered, attendance, placement into service, the photo must adhere to these guidelines:
 - The subject(s) of the photo must be clearly identifiable and labeled with names as appropriate.
 - The photo must show (within the image foreground or background) where the image was taken, such that the photo clearly and convincingly proves presence at the location.
- Student payees must have direct deposit on file with the University. The University will NOT process checks to students. Direct deposit enrollment is done via Banner Self-Service. Student employees are already setup for direct deposit; no action is necessary unless bank information needs to be updated.