

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 – For all requests

Complete an Organization Fund Disbursement Voucher <i>Form available from RSO Office or http://union.illinois.edu/involvement/sorf/forms.aspx</i>
Complete a SORF Expenditure Form <i>Form available from RSO Office or http://union.illinois.edu/involvement/sorf/forms.aspx</i>
Submit a description of the event, activity, or purchase and describe how SORF funding helped achieve this for your RSO <i>This should be typed on a separate piece of paper and submitted with all other required paperwork</i>

Contractual Service

Provide an executed Letter of Agreement or Contract <i>Use your own or a form available from RSO Office or http://union.illinois.edu/involvement/sorf/forms.aspx</i>
Has payment already been made? If YES, provide Proof of Payment – Required regardless of amount. (Personal accounts must supply a credit card statement, bank statement or cancelled check OR in cases of University Departments , provide a copy of the Purchase/Expense Report Documentation OR an RSO Account statement if your RSO was charged directly) If NO, Complete a Vendor Information Form for each vendor (unless previously in system) <i>A form W-9 cannot be used in lieu of this form. The University form contains additional required fields</i>
Provide proof of services rendered (photo, flyer, poster, etc)
Was there travel to be reimbursed or paid? If YES, see Travel documentation requirements. If NO, this concludes the requirements for contractual services

Licenses/Royalties

Provide copy of license or royalty or permission to show/perform
Provide receipt or invoice
Has payment already been made? If YES, provide Proof of Payment – Required regardless of amount. (Personal accounts must supply a credit card statement, bank statement or cancelled check OR in cases of University Departments , provide a copy of the Purchase/Expense Report Documentation OR an RSO Account statement if your RSO was charged directly) If NO, Complete a Vendor Information Form for each vendor (unless previously in system) <i>A form W-9 cannot be used in lieu of this form. The University form contains additional required fields</i>

Permanent Equipment

Provide receipt or invoice of items received
Has payment already been made? If YES, provide Proof of Payment – Required regardless of amount. (Personal accounts must supply a credit card statement, bank statement or cancelled check OR in cases of University Departments , provide a copy of the Purchase/Expense Report Documentation OR an RSO Account statement if your RSO was charged directly) If NO, Complete a Vendor Information Form for each vendor (unless previously in system) <i>A form W-9 cannot be used in lieu of this form. The University form contains additional required fields</i>

Publications

	Provide a copy of publication/communication showing SORF Identifier <i>SORF Identifier available on the SORF website http://illiniunion.illinois.edu/involvement/sorf/resourcesForms.aspx</i>
	Provide receipt or invoice for goods and services received
	Has payment already been made? If YES, provide Proof of Payment – Required regardless of amount. (Personal accounts must supply a credit card statement, bank statement or cancelled check OR in cases of University Departments , provide a copy of the Purchase/Expense Report Documentation OR an RSO Account statement if your RSO was charged directly) If NO, Complete a Vendor Information Form for each vendor (unless previously in system) <i>A form W-9 cannot be used in lieu of this form. The University form contains additional required fields</i>

Rentals

	Provide receipt or invoice for items rented
	Has payment already been made? If YES, provide Proof of Payment – Required regardless of amount. (Personal accounts must supply a credit card statement, bank statement or cancelled check OR in cases of University Departments , provide a copy of the Purchase/Expense Report Documentation OR an RSO Account statement if your RSO was charged directly) If NO, Complete a Vendor Information Form for each vendor (unless previously in system) <i>A form W-9 cannot be used in lieu of this form. The University form contains additional required fields</i>

Travel

	Proof of Attendance at destination (e.g. nametag, program, etc.)
	Automobile: Directions printout (GoogleMaps, etc.) of actual route taken
	Ticketed transportation: Travel receipt or invoice
	Lodging: Itemized Bill
	Registration: Provide receipt or invoice
	International Travel Insurance: Student Account Statement showing charges.
	Proof of Payment* – Required regardless of amount. (Personal/RSO accounts must supply a credit card statement, bank statement or cancelled check OR in cases of University Departments , provide a copy of the Purchase/Expense Report Documentation) *Proof of payment is required for each of the travel items you have an invoice or receipt for and are seeking payment.

Additional Items to note:

- Proof of payment must show: Payee Name, Account Number and Transaction
- Cash expenses cannot be reimbursed under any circumstance
- 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.
 - A calculator (adding machine) print-out 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.
- 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.