



SO YOU HAVE THE FUNDS. NOW WHAT?

PRESENTED BY SGB ALLOCATIONS

ALL ALLOCATED FUNDS ARE IN YOUR ORGANIZATION'S SORC ACCOUNT.

P-CARD PURCHASE

- THIS IS THE MOST CONVENIENT PURCHASE METHOD FOR GROUPS TO USE.
- USE FOR ANY PURCHASE THAT CAN BE MADE ONLINE OR OVER THE PHONE.
- PURCHASES MUST BE MADE IN SORC OFFICE (SEE P-CARD HOURS).
- GROUPS FILL OUT P-CARD FORM AND ATTACH ALL RECEIPTS & CONFIRMATION PAGES.
- SORC HAS A DEDICATED PAYPAL & AMAZON ACCOUNT GROUPS CAN USE. PACKAGES CAN BE SHIPPED DIRECTLY TO THE SORC OFFICE.
- CANNOT BE USED FOR FOOD OR GROUND TRANSPORTATION COSTS.

REIMBURSEMENT: TRAVEL AND BUSINESS

- USE WHEN REQUESTING A REIMBURSEMENT FOR AN EXPENSE ALREADY PAID FOR OUT-OF-POCKET.
- NEED ALL CONTACT INFO OF STUDENT WHO MADE THE PURCHASE (NAME, ADDRESS, AND SSN).
- MUST INCLUDE ORIGINAL RECEIPTS, ATTENDANCE LISTS, AND MAPS (FOR MILEAGE REIMBURSEMENT).
- PROCESS TYPICALLY TAKES 2 TO 3 WEEKS.

DISBURSEMENT

- USE WHEN SENDING A CHECK TO VENDOR OR INDIVIDUAL IF THEY HAVE NOT BEEN PAID YET.
- NEED ALL CONTACT INFO OF THE VENDOR (OFFICIAL NAME, ADDRESS, AND TAXPAYER ID).
- MUST INCLUDE INVOICES, CONTRACTS, AND ATTENDANCE LISTS.
- PROCESS CAN TAKE 3 TO 4 WEEKS SO PLAN ACCORDINGLY.

QUESTIONS? VISIT THE SORC OFFICE

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