Student Organizations and Financial Services (SOFS) – Deep Dive
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SOFS Office Location – Nebraska Union, Student Involvement Suite, Room 200 and in the Nebraska East Union, 2nd floor Business Office

Office hours 8AM-5PM M-F

The SOFS office has a notary service. This service is free.

How do RSO’s access their funds?
A payment request voucher is used to reimburse someone for an expense. The voucher and receipt are uploaded to NvolveU for approvals and then reimbursement.

RSO’s can apply for a GoCard. A GO Card is like a debit card. Funds from a RSO account can be transferred to a GO Card and the GO Card can be used like a debit card. The maximum that can be put on a GO Card is $2,500. The funds transferred to a GO Card come from the RSO’s account.

Who can approve a payment request voucher, GO Card applications, transfers, receipts, use of mobile credit card reader, and reserve a cash box?
Advisor and President or Treasurer.
Can a payment request or GO Card application or transfer be approved by the person receiving the reimbursement or Cardholder?

No. The approval must come from the Advisor and President or Treasurer. An individual received reimbursement can not approve his/her own request or transfer.

Where can you access most of the forms?

Most forms can be accessed on NvolveU.

What are the methods/ways to accept dues, donations, sales etc?

Cash, checks, credit card machine, NCard or Marketplace.

Where do you find the deposit slips?

In the SOFS office in the Nebraska Union room 200 or Nebraska East Union Business Office on the 2nd floor.

Can RSO’s use PayPal, Square, Venmo etc?

The university has not approved the above options for use. We continue to work on offering a service such as one of these.

For reimbursements, a detailed receipt is needed. Is a credit card receipt with just the total acceptable?

A credit card receipt only showing the total amount is not acceptable. When we file the tax return for each RSO, the IRS requires us to categorize our expenditures.
Where do you find your RSO account statement?
On NvolveU (follow the path of more, treasury, checkbookds, general ledgers. A 90 history is shown here.

What is required when students travel?
An event program request (EPR) and field trip insurance.

How should RSO’s handle gift cards/prizes?
Gift cards are to be given to others and not used as payment. The gift card/prize form (located on NvolveU) needs to be filled out and returned to SOFS for reimbursement.

Who has authorization to sign contracts?
The Director of Student Involvement has the authorization to sign contracts. If a student signs a contract, he or she becomes liable for the agreement and can not be reimbursed by the SOFS office.

Who reconciles the RSO bank accounts and GO Card transactions?
The SOFS office reconciles all bank accounts and GO Card transactions. There is no fee for this service.

Are RSO’s tax-exempt?
The university is tax-exempt but the RSO are not.

Who files the tax return for your RSO?
The SOFS office files a tax return for every RSO every year with the IRS.