



# Documentation Checklist To Access SORF Allocation



This checklist is designed to assist you in preparing your SORF packets according to Office of Business and Financial Services (OBFS) requirements. Following this checklist will allow your payment to be processed in a timely and efficient manner.

Submit completed **SORF Expenditure Request Form** and **Voucher** along with **supporting documentation** outlined below to the Registered Organizations Office (284 Illini Union).

## CONTRACTUAL SERVICES

Signed Letter of Agreement or equivalent contract       Vendor Information Form (If first time being paid by University.)

## PUBLICATIONS/COMMUNICATIONS

Copy of document with "Funded by SORF"       Copy of document with "Funded by SORF"  
 Unpaid invoice/billing statement with itemized costs      **OR**       Paid itemized receipt/bill with proof of payment\* by payee

## PERMANENT EQUIPMENT

Unpaid invoice/billing statement with itemized costs      **OR**       Paid itemized receipt/bill with proof of payment\* by payee

## RENTAL

Unpaid invoice/billing statement with itemized costs      **OR**       Paid itemized receipt/bill with proof of payment\* by payee

## FILM

Unpaid invoice/billing statement with itemized costs      **OR**       Paid itemized receipt/bill with proof of payment\* by payee

**Travel-related items will not be paid upfront. They must be submitted as reimbursement after travel has occurred.**

## TRANSPORTATION

### Automobile Travel (personal, rental, charter)

Map Quest route with miles indicated on printout (for each driver)       Proof of attendance\*\*

### Ticketed Travel (train, plane, bus)

Boarding pass, ticket stub, or luggage tag confirming travel was taken (only need one)       Proof of payment by payee\*  
 E-Ticket Confirmation with trip itinerary & ticket price identified       Proof of attendance\*\*

## LODGING

Hotel check-out slip/itemized receipt showing room number, dates stayed, charges incurred       Proof of payment by payee\*  
 Proof of attendance\*\*

## REGISTRATION FEES

Itemized receipt of registration costs       Proof of payment by payee\*  
 Proof of attendance\*\*

## INTERNATIONAL TRAVEL INSURANCE

Copy of student account statement showing charges were billed by the Study Abroad Office for CISI insurance & processing fee

**\*Proof of payment** = May include RSO account balance sheet, front and back of cleared check, credit card or bank statement showing the card holder's name, account number, and the charge. Card holder's name, account number, and the charge must match what is on the original paid receipt.

**\*\*Proof of attendance** = May include a nametag, handouts, booklet, agenda, itinerary, roster, schedule, picture, or other documentation that proves an event took place and the individual/organization participated.

**All small pieces of supporting documentation must be taped to a blank 8 ½ x 11 sheet of paper. Stapled documents and scraps of paper hanging over the sides will not be accepted.**