

# SORF Expense Report

*Department of Student Engagement*

For programming, projects, and contingency applications, RSOs must submit an Expense Report including proof of purchase(s) to [sorf-finance@illinois.edu](mailto:sorf-finance@illinois.edu) no later than twenty-one (21) days after the conclusion of the final program date, the project end date, or contingency purchases. Any funds not reconciled after twenty-one (21) days will be considered unused and will be returned back into the SORF fund.

Name of RSO: \_\_\_\_\_ Student Org General Fund #: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_ Application Number: \_\_\_\_\_

#	Date of Purchase	Vendor	Item Purchased	Item Cost	Quantity	Total
1				\$		\$
2				\$		\$
3				\$		\$
4				\$		\$
5				\$		\$
6				\$		\$
7				\$		\$
8				\$		\$
9				\$		\$
10				\$		\$

<b>Grand Total</b>	\$
<b>SORF Allocation</b>	- \$
<b>Difference<sup>1</sup></b>	\$

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supporting Documentation** must be submitted to the SORF Finance Secretary along with this document. ***All Documents must be attached as PDFs.*** Files attached with a different file type will be denied. There are two (2) types of acceptable supporting documentation as listed below:

- **Receipts & Invoices** - Each expensed item(s) must have an accompanying receipt or invoice which clearly denotes services rendered or product purchased and has been PAID in Full. Estimates, order fulfilled, and/or confirmations do not meet this requirement.
- **Contracts**: A copy of the completed and signed (by both parties) contract must be submitted. Visible signatures must be on the contract. Text with a signature font does not meet this requirement unless utilizing a digital, verifiable signature (i.e. Adobe Sign, DocuSign, Verisign, etc.)

<sup>1</sup> If RSO spends more than SORF Allocation, RSO is required to cover the difference. If the RSO spends less than SORF Allocation, remaining funds are returned to SORF.