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 manner.

Submit completed SORF Expenditure Request Form and Voucher along with supporting documentation outlined below to the Registered Organizations Office (284 Illini Union). Separate packet required for each payee. SORF allocation will be transferred into RSO Account and payment made from RSO Account to payee.

**CONTRACTUAL SERVICES**
- Signed Letter of Agreement or equivalent contract
- Vendor Information Form (If first time being paid by University.)
- Copy of publicity document(s) with “Funded by SORF”

**PUBLICATIONS/COMMUNICATIONS**
- 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

**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 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.