

SOFA Expenditure Form

FY24

Organization Name	
Request ID Number	Event
Organization Account Number	

Category	SOFA Allocation	Amount Paid
Contractual Services		
Food		
Uniforms/Costumes		
Permanent Equipment		
Licenses/Royalties		
Printing/Advertising		
Admission/Fees		
Supplies		
Prizes		
Totals		

If the amount paid is equal to or exceeding the SOFA allocation, full SOFA allocation will be transferred to your organization's Ledger 9; if the amount paid is less than the SOFA allocation, no more than the amount paid will be transferred to your organizations Ledger 9. Amounts approved cannot be used for other categories of spending without prior approval from SOFA.

THIS SECTION FOR SOFA OFFICER USE ONLY	
Reviewed by: _____	Date: _____
SOFA Approval: _____	Amount approved: _____
JV:	

