SOFAS Deposits

SOFAS deposits are all completed at the Student Account Services office in Strong Hall Room 23. Deposits must be in the form of cash or check. Any deposits taken to the Student Account Services must have two matching deposit slips. One deposit slip goes to the Student Account Services and the other stays with the organization. Along with the deposit slip, the cash/checks must be organized and prepared for the deposit when you arrive at the SAS office. Please do not plan to organize your deposit there. All cash should be counted, checks endorsed, and the deposit slips prepared before arriving in Strong Hall.

Main Reasons New Online Voucher Request Form Gets Sent Back

The new SOFAS online form is well underway and paper voucher requests will no longer accepted. Common reasons voucher requests are returned to submitter for edits are listed below:

- The authorized signature form was attached instead of the 2 signature form.
- The receipt attached was not itemized; it only showed a grand total.
- The signatures on the 2 signature form were done electronically vs having physical signatures.
- The Authorized signature form has not been updated since before August 15th.
- The address for the individual was not included at all or was missing a room number. An accurate and complete address is required even if you are picking up the check.
- The organization # was missing.
- The person who submitted the voucher request is the same person being reimbursed.

Contact SOFAS
SOFAS COORDINATOR:
Lisa Hetrick
785-864-5942 (Phone)
785-864-5267 (Fax)
sofas@ku.edu
www.procurement.ku.edu/sofas
Did you know….?
The only way to check your account balance is by checking your statement each month or contacting the SOFAS department to get an updated balance.

Featured Links
• SOFAS Deposit form
  This form is required to be filled out and taken with the SOFAS organization deposit.

We Love Feedback!
Please email us at sofas@ku.edu for any questions, concerns, or feedback. We would also love to hear what you would like to see in future newsletters.

SOFAS Monthly statement
Every month, SOFAS organizations with a balance will receive a SOFAS statement. SOFAS monthly statements can be difficult to read and understand. Please click on the link below to see an example and learn how to read your statement. If you are not receiving your monthly statement please fill out the address update form on our website www.procurement.ku.edu/sofas. Submit the form to sofas@ku.edu.

Here is an example of a monthly statement and how to read it

SOFAS Questions and Answers

Q: We turned our Authorized signature form in this summer, why do we need a new one?
A: The form was updated to work with our new online voucher request form after August 15th. Therefore, any submitted prior to August 15th that aren’t on the updated form we will need to be resubmitted.

Q: What is the difference between the invoice #/account # field and the purpose of payment field?
A: The invoice #/acct # field is what prints on the check and is only 36 characters long. The purpose of payment field is a full description of what is being purchased.

Q: Can we have an individual/vendor do a direct deposit into our SOFAS account?
A: We do not have SOFAS accounts set up to receive direct deposits. Only way to make a deposit is via check or cash.