



SOFAS Newsletter

Volume 4. December 2015

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IMPORTANT REMINDER

Thursday February 4th is SOFAS training Q & A session from 3:15-4:15pm in the Jayhawk Room at Kansas Union. Email sofas@ku.edu to RSVP! All SOFAS organizations encouraged to come.

Contact SOFAS

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Multiple reimbursements

Are you reimbursing the same individual or vendor for multiple receipts? Save time and checks by only doing one voucher request for the total of all the receipts. Just scan all the receipts together and make the voucher request total the total of all receipts. If for any reason you are reimbursing less than the total amount please make a note. The less voucher requests we have, the quicker we can process checks and get them in the mail.

Winter Break

SOFAS office will still be open over winter break. You may continue to submit voucher requests. Please keep in mind that with holidays that we have many people taking off therefore the process may take a little longer to get the reimbursement check.

Did you know....?

It takes up to 4 business days to issue a SOFAS check. The SOFAS process line goes from vendor employee to voucher entry person to auditing person to FACC to print checks. Our check run processes overnight so all checks take minimum 1 day to process.

Featured Links

- [SOFAS Handbook](#)

This is your go to guide for any SOFAS related questions or concerns

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 Questions and Answers



Q: If we want to pick up the check do we still need an address?

A: Yes, If the check does not get cashed we must submit it to unclaimed property which requires us to have the physical address for the vendor or individual.

Q: Can we still use paper voucher request slips?

A: No, All voucher requests are now processed online and must be submitted using our voucher request online form.