



# SOFAS Newsletter

Volume 1. September 2015

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## IMPORTANT REMINDER

All SOFAS organizations are required to submit an updated SOFAS authorization form and address update form to [sofas@ku.edu](mailto:sofas@ku.edu) or drop off at Carruth O'Leary room 20 by September 15<sup>th</sup>. All SOFAS organizations are also required to re-register with SILC by this date. SOFAS voucher requests will not be processed until these updated forms are submitted.

## Contact SOFAS

SOFAS COORDINATOR:

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[sofas@ku.edu](mailto:sofas@ku.edu)

[www.procurement.ku.edu/sofas](http://www.procurement.ku.edu/sofas)

## SOFAS Q&A Session

September 30<sup>th</sup> at 9am in Jayhawk Room at the KS Union is a SOFAS Q & A session. This session is open to anyone who would like to learn more or has questions about the SOFAS process. Items covered in this course include understanding the SOFAS process, re-establishing accounts, processing payments, making deposits, and managing your SOFAS account. KU staff sponsors can register via [mytalent.ku.edu](http://mytalent.ku.edu). Any students may register by emailing [sofas@ku.edu](mailto:sofas@ku.edu).

## New Online Voucher Request form

SOFAS Voucher Request

Requester Name

Requester Email

Name of Organization

Organization Account Number

Payee Name

Method of receiving Payment

Payee Street Address

Payee City

Payee State

Payee ZIP

Amount

Invoice/Customer/Account Number

This is what shows on the payment message printed on the check

Purpose of Payment

Is this for a Key Deposit?

2 Signature form

Please attach 2 signature form located on our website if your organization requires two signatures

Receipt/Invoice

Attachment to mail with check

This is where you attach what you want sent with the check. If left blank we will mail just the check

Comments

All voucher requests are now to be submitted via our new online form. Voucher request slip from the books is no longer needed. Just pull up the new online form, fill it in, attach receipts and hit submit. Please review our SOFAS handbook for instructions on how to complete the new form. The SOFAS handbook can be found at [www.procurement.ku.edu/sofas](http://www.procurement.ku.edu/sofas).

## Did you know....?

You can now add an attachment that shows only what you want to mail with the check. The new online form has a spot to add an attachment to mail with the check. If you don't want anything mailed with the check leave it blank. If you want a copy of the receipt or a letter, attach it here to have it mailed with check.

## Featured Links

- SOFAS Authorized signature form

This form is required to be turned in by every organization by September 15<sup>th</sup>. This allows certain people in your organization to be able to submit voucher requests.

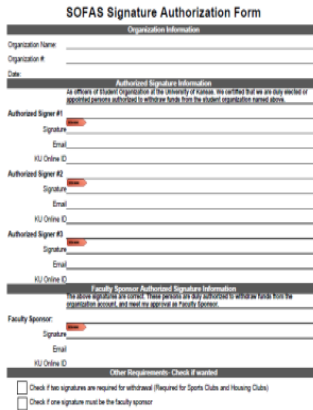
- SOFAS address update form

This form is required to be turned in by every organization by September 15<sup>th</sup>. This helps us know where to send your monthly statements.

## 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.

## New SOFAS forms



The image shows a sample of the SOFAS Signature Authorization Form. It is divided into several sections: Organization Information, Authorized Signatures, Faculty Sponsor, and Other Requirements. The Organization Information section includes fields for Organization Name, Organization #, and Date. The Authorized Signatures section has three rows, each for an Authorized Signer (1, 2, and 3), with fields for Signature, Email, and KU Online ID. The Faculty Sponsor section includes fields for Signature and Email. The Other Requirements section has two checkboxes: 'Check if no signatures are required for withdrawal (Required for Sports Clubs and Housing Clubs)' and 'Check if one signature must be the faculty sponsor'.

Along with the new online request form we have also updated the other SOFAS forms. This includes the signature authorization form and address update form. Updated forms will need to be submitted by each SOFAS organization. New forms can be accessed under our website [www.procurement.ku.edu/sofas](http://www.procurement.ku.edu/sofas). The SOFAS handbook will provide guidance on completing each SOFAS form.

## SOFAS Questions and Answers



**Q:** We just updated our SOFAS signature authorization form earlier this summer; do we still need to complete a new one?

**A:** Yes, the form has been updated to work with our new online voucher request form. Therefore, we need a new completed SOFAS signature authorization form for each organization.

**Q:** Do we need to complete a 2 signature form for each voucher request or can we do one and add it to each voucher request?

**A:** No, you must complete a separate 2 signature form for each individual voucher request. The amount listed on the 2 signature request form must match the amount on the voucher request. This ensures that those signing off on the voucher request have reviewed each individual reimbursement request.

**Q:** What does it mean when it asks for my KU Online ID on the forms?

**A:** Your KU online ID is what you use to sign on to KU based websites. (example j123h456)