In This Issue

- SOFAS Q & A session
- New Online voucher request form
- New SOFAS forms

IMPORTANT REMINDER

All SOFAS organizations are required to submit an updated SOFAS authorization form and address update form to sofas@ku.edu or drop off at Carruth O’Leary room 20 by September 15th. 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:
Lisa Hetrick
785-864-5942 (Phone)
785-864-5267 (Fax)
sofas@ku.edu
www.procurement.ku.edu/sofas

SOFAS Q&A Session

September 30th 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. Any students may register by emailing sofas@ku.edu.

New Online Voucher Request form

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.
**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 15th. 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 15th. 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**

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. 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)