



# SOFAS Newsletter

Volume 3. November 2015

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## IMPORTANT REMINDER

We cannot run checks on Veterans Day November 11<sup>th</sup>. Please keep this in mind when making sure you are getting checks by a certain date.

## Contact SOFAS

SOFAS COORDINATOR:

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

## Did you know....?

You can receive your monthly statement via encrypted email each month. Just fill out an address update form and select the encrypted email box.

## Outstanding Checks

Outstanding checks are those that have been issued and not yet redeemed. If your organization has any checks that have been issued but not yet redeemed you will be contacted. There are three times we contact regarding outstanding checks.

- 60 Days after being issued- SOFAS coordinator will contact organization with list of outstanding checks for that organization. Organization is responsible for contacting individual/vendor. If they have check-ask to redeem ASAP, if they don't receive check or it went missing confirm remit address and report to SOFAS coordinator for reissue form
- 90 days after being issued - SOFAS coordinator mails individual/vendor reissue form to original remit address
- 180 days after being issued - Checks are voided and submitted to unclaimed property.

## Receipts/Invoices

We can only make payments if we have a valid itemized receipt or invoice to pay from. SOFAS department makes sure the receipts show exactly what was being purchased and that the amounts match the reimbursement amount being requested. Any missing receipts, non-itemized receipts, or mismatching amounts will be sent back.

## Featured Links

- [SOFAS Address update form](#)

This form tells us where you would like your monthly statement sent. This is the form to fill out to get statements sent via encrypted email.

## We Love Feedback!

Please email us at [sofas@ku.edu](mailto:sofas@ku.edu) for any questions, concerns, or feedback. We would also love to hear what you would like to see in future newsletters.

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## SOFAS Questions and Answers



**Q:** Can you tell us what our Tax ID number is?

**A:** Organizations are responsible for their own Tax ID number. SOFAS department does not apply for Tax ID numbers for organizations nor keep record of them. The organization must go to IRS.gov to apply for a Tax ID number. Legal services at the union are able to help guide organizations in obtaining their Tax ID number.

**Q:** What is the most common error that causes vouchers to be sent back?

**A:** They are missing a two signature form and their organization is one that requires the form. Another common error is that the person submitting the request is trying to reimburse themselves. Individuals are not allowed to sign off on voucher requests reimbursing themselves.