How to Use SOFAS

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REMINDERS:

- Apart from Endowment, SOFAS provides the only method for depositing funds.
- Unlike Endowment, SOFAS is NOT tax exempt
- Your SOFAS account is NOT linked to KU Recreation Services or KU Sport Clubs. However, the Sport Club program will use your generated income (SOFAS and Endowment) to help determine how much each club will be allocated in restricted (University) funds for the following year.
SOFAS Information

Step 1:

Go to http://procurement.ku.edu/sofas - this website will have all the information and forms your club will need to run its SOFAS account.

Lisa is your contact for all matters regarding SOFAS.
Signature Authorization Form

**REMINDEORS:**

- The signature authorization card permits select club members to access your club SOFAS account. A club may add up to 3 officers (at least 2), plus an advisor (mandatory) to the authorization form.
- We recommend that the President, Vice President, and the Treasurer are the only members to sign this form to give access to the account.

**Step 1:**

Go to [http://procurement.ku.edu/sofas](http://procurement.ku.edu/sofas) and click on the “SOFAS Signature Authorization Form”
Fill out the form:

### SOFAS Signature Authorization Form

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Organization #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorized Signature Information**

As officers of Student Organization at the University of Kansas, we certify that we are duly elected or appointed persons authorized to withdraw funds from the student organization named above.

**Authorized Signer #1**
- Signature: [ ]
- Email: [ ]
- KU Online ID: [ ]

**Authorized Signer #2**
- Signature: [ ]
- Email: [ ]
- KU Online ID: [ ]

**Authorized Signer #3**
- Signature: [ ]
- Email: [ ]
- KU Online ID: [ ]

**Faculty Sponsor Authorized Signature Information**

The above signatures are correct. These persons are duly authorized to withdraw funds from the organization account, and meet my approval as Faculty Sponsor.

- Faculty Sponsor: [ ]
  - Signature: [ ]
  - Email: [ ]
  - KU Online ID: [ ]

**Other Requirements - Check if wanted**

- Check if two signatures are required for withdrawal (Required for Sports Clubs and Housing Clubs) [ ]
- Check if one signature must be the faculty sponsor [ ]

**IMPORTANT:**

The authorization and the signatures are to remain in effect until you are notified in writing of a change. If this account remains inactive for 2 years, the funds are forwarded to the State of Kansas. This form must be updated at the beginning of each school year.

Please email form to sofas@ku.edu or mail to SOFAS Carruth O’Leary Room 20.

**Signature card Process - SOFAS office only**

- Contact info and faculty sponsor on excel organization list [ ]
- Print signature card and add new signature card [ ]

**Comment:**

It is our policy to require 2 signatures for your club to withdraw money from your SOFAS account, so this box should always be selected.

Upon completion, email form to Sofas@ku.edu
How to Deposit Money into Your Club SOFAS Account

**REMINDERS:**

- Deposited money will go to the cashier’s window in **Strong Hall, room 23**. We recommend that only officers of the club maintain the ability to deposit money.

**Step 1:**

Go to [http://procurement.ku.edu/sofas](http://procurement.ku.edu/sofas) and click on “SOFAS Deposit Slip”
Step 2: Fill out the duplicate cards with the same information

Upon completion – Take these cards to the cashier window in Strong Hall, room 23 (Open 8:10 am to 4:00 pm Monday through Wednesday and Friday, Thursday 9:40-4:00).
How to Withdraw Money from Your Club SOFAS Account

REMINDEERS:

- The SOFAS department will ONLY ISSUE CHECKS. No withdrawals in the form of cash, credit cards, pay pal, or other electronic means will be performed.
- Withdrawals must be made by 2 authorized officers (the ones that were signed up on the signature authorization form)

Step 1: Go to [http://procurement.ku.edu/sofas](http://procurement.ku.edu/sofas) and click on “Voucher Request (web form)"
Step 2: Sign in using your KU online user ID and password
Step 3: Fill out the SOFAS Voucher Request Form

“Payee” = individual/vendor that will be receiving the check. Make sure to use their real name that will be accepted by their bank and make sure all information is correct!

Specify whether you want KU to mail the check or if you want to pick up the check yourself.

Brief description of what your club is paying for (within KU/Sport Club guidelines). Writing “Reimbursement” or “supplies is not sufficient

Attach any receipts/invoices.

Click submit: Once the check has been processed and mailed out you will receive a second email confirming your voucher is processed and completed. This confirmation email will include the check # and date it was mailed out.
Types of Reimbursement:

- **Personal reimbursement** – A voucher that indicates payment for a personal reimbursement must be signed by the 2 officers that are not receiving the reimbursement.

- **Regular reimbursement** – Regular reimbursement can be signed by any of the 2 authorized officers.

- **Payment prior to purchase** – This is commonly used with hotels, rentals, and registration. Submit the voucher along with an invoice detailing the costs to Lisa at the SOFAS office.