

SOFAS Handbook

University of Kansas



Office of the Comptroller

Central Accounting and Purchasing Services (CASPUR)

Carruth-O'Leary Hall, Room 1

1246 West Campus Rd.

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1.0 Contact Information

SOFAS Coordinator:	LeAnn Ferguson
SOFAS Office:	Central Accounting and Purchasing Services (CASPUR) Carruth-O’Leary Hall, Room 1
Telephone	(785) 864-5942
Fax	(785) 864-5267
E-mail address	lferguson@ku.edu
SOFAS Office Hours:	Monday through Friday 8:00 a.m. to 11:30 a.m. and 12:00 p.m. to 4:30 p.m.
SOFAS Deposits:	Cashiers’ Window Carruth-O’Leary Hall (near Room 20)
Cashier Window Hours:	Monday through Wednesday, Friday 8:10 am to 4:00 pm Thursday 9:10-4:00

2.0 Organization Registration

If opening a new account, your organization will need to register with the Student Involvement and Leadership Center (SILC) in the Kansas Union. Please note registration must be done on an annual basis. Once registered with SILC, your organization will need to submit a signature authorization form and a letter that specifies the purpose of the organization as well as contact information. These documents should be submitted to the SOFAS coordinator in Central Accounting and Purchasing Services (CASPUR) office where an account will be set up for your organization. The SOFAS signature form and SOFAS address update form may be found at the Comptroller’s website:

http://www.comptroller.ku.edu/CASPUR/SOFAS/sofas_main.aspx.

Please note the only people authorized to sign voucher requests are those whose signatures are on the signature form. All housing and scholarship hall accounts require two signatures, one must be the director’s signature. When there are changes in organization officers, please submit a new signature form that is signed by your organization’s faculty advisor or resident hall director. In addition to submitting a new signature form, an updated address form should also be submitted. Your organization’s monthly account statements and other correspondence will be sent to this address.

3.0 Account Information [\(Back to top\)](#)

This section of the SOFAS handbooks covers the following: (a) essential processes to maintaining your student organization account <deposits & payment requests>, (b) petty cash fund, (c) reimbursable salary & commission, and (d) sales tax.

3.1 Deposits [\(Back to top\)](#)

Your organization should make deposits into your SOFAS account at the cashiers' windows in Carruth-O'Leary Hall near room 20. It is highly recommended that all deposits be made in person by an authorized signor on your SOFAS account. The University of Kansas is not liable for any lost deposits you elect to send via mail for your organization. The sample deposit slip shown below can also be found at the Comptroller's website

http://www.comptroller.ku.edu/CASPUR/SOFAS/sofas_main.aspx.

The deposit slip should be made out in duplicate with the organization name and ID at the top. In the upper half of the deposit slips, the amounts of money in coins, bills, and checks must be listed separately. Please indicate total of your deposit where the slip states "total tendered." Note, in the lower half of the deposit slips, the proper account codes (section 4.0 of handbook), dollar amounts, and sales tax must be completed. The total in this portion of the deposit slip should equal the upper half.

Checks should be endorsed indicating the account to which they are being deposited as well as stating "For Deposit Only". For example:

Ellsworth Hall GDF (XXXX)
FOR DEPOSIT ONLY



Please note there is only $\frac{3}{4}$ of the trailing edge on the back of your check for your complete endorsement. The trailing edge is the portion of the back of the check directly behind the printed “pay to” on the front of the check. Both copies of the deposit slip and the money are needed for you to complete your deposit at the cashiers’ window in Carruth-O’Leary Hall. Please note the cashier window is open 8:10 am to 4:00 pm Monday through Wednesday and Friday, Thursday 9:10-4:00. A computer receipt for your deposit will be provided once the cashier has posted the transaction.

In accordance with the business procedures guide, deposits should be made at least once a week. Collected funds should not be held over the weekend. Therefore, if your organization has collected funds, make (at minimum) one deposit by Friday afternoon each week.

3.2 Payment Requests

To request a check to be issued for payment of an organizational expense, you will utilize a voucher request form. This form, headed “To the Treasurer of Student Organization Fund,” directs CASPUR to issue a check on your account. Booklets of voucher request forms may only be obtained through CASPUR. The voucher requests should be completed in duplicate with the original (white) copy sent to CASPUR (Carruth-O’Leary, Room 7) and the duplicate (yellow) copy retained by your organizations. A sample of a completed form is shown below:



All checks will be mailed directly from the CASPUR Office unless otherwise specified. If a full mailing address is not listed, the check will be sent to your organization mailbox. If you would like to pick up a check(s), please attach a note to the voucher including a name and email address of whom to contact when the check is ready. Always provide CASPUR office with information on who will be picking up your organization's check(s). In order to pick up your organization's checks, individuals are required to sign a pick up log.

An invoice, statement, sales receipt, or cash register tape from the vendor must accompany all vouchers. Note that the documentation (invoice, receipt, etc.) **must** be detailed (all items purchased must be specified on receipt and include vendor name). This allows CASPUR to identify the type of expense for internal account coding purposes. Please send the original bill or invoice. Your documentation should be stapled to the appropriate voucher request. No alcoholic beverages (liquor, wine, beer, etc) purchased by your organization will be reimbursed without advanced written approval from the director of SILC (Rueben Perez).

On accounts that run a monthly charge, please hold charge tickets and match them with the month end statements before submitting for payment. This improves time efficiency and eliminates the possibility of duplicating payment.

Note under normal circumstances, voucher requests will be paid within four business days after CASPUR office receives them. Please note that from May 5th to July 10th CASPUR will be closing fiscal year-end matters. Hence, voucher requests will be paid within five to seven business days during this time frame. Should an emergency situation occur where your organization will need a check issued immediately, please call the SOFAS coordinator in CASPUR office.

Account statements will be printed the 1st of each month. The statement reflects all the transactions for the month. Your organization may pick up your copy when you are in Carruth-O'Leary Hall or have it sent to the address specified when the address update form was completed. Your records should be reconciled to this statement each month. Please bring any discrepancies to the SOFAS coordinator's attention immediately.



3.3 Petty Cash Fund

Your organization may set up a petty cash fund of \$25.00 for your small, miscellaneous purchases by writing a voucher request for that amount. (This is not available to residence or scholarship halls). To set up a petty cash fund, send a completed voucher request to the SOFAS coordinator. Your voucher request should indicate that it is to set up a petty cash fund and specify the authorized organizational signor (with contact information – telephone and e-mail address) that will pick up your organizational petty cash. No petty cash will be sent via campus mail. Also, note that **two** authorized signatures are necessary to initially set this fund up. One of these signatures should be the faculty sponsor. A petty cash fund number will be setup for you. This petty cash fund number will differ from your organization number

As your organization makes purchase with your petty cash, retain all original detailed receipts. Number these receipts at the top right hand corner in sequential order. Once the receipts have been submitted with the reconciliation reports, the sequential numbering of your receipts may begin again from “Petty Cash Receipt 1.” An example is shown below:

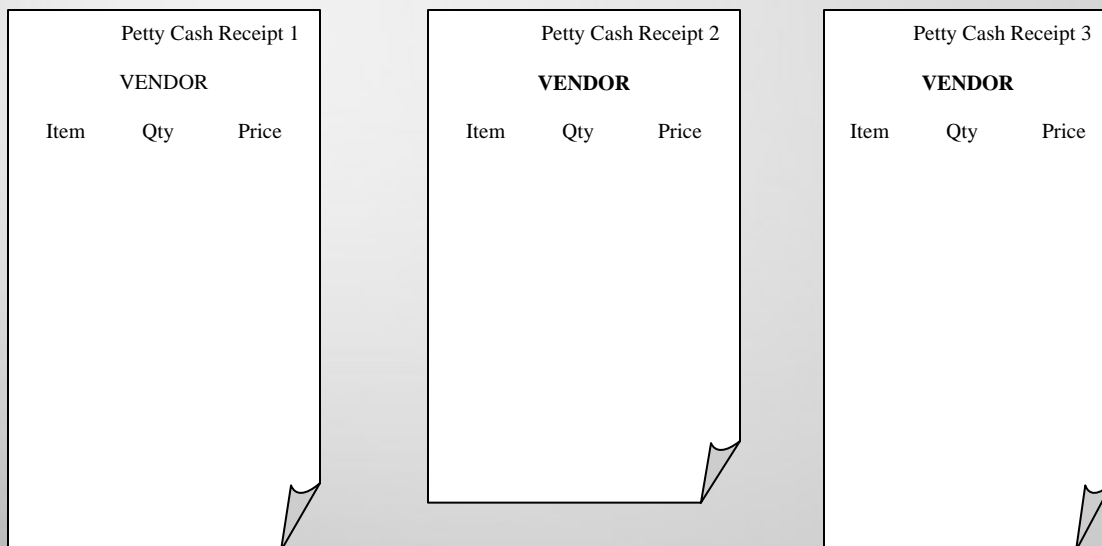


Figure 3: Sample Petty Cash Receipts



On the first of each, your organization will need to complete the petty cash reconciliation form and submit it to CASPUR. Monthly petty cash fund reports should be received by CASPUR before the 5th of the following month. The following table indicates when petty cash reconciliation forms should be received by CASPUR:

<u>Monthly of Activity</u>	<u>Deadline</u>	<u>Monthly of Activity</u>	<u>Deadline</u>
January	February 5	July	August 5
February	March 5	August	September 5
March	April 5	September	October 5
April	May 5	October	November 5
May	June 5	November	December 5
June	July 5	December	January 5

If your petty cash fund balance is less than \$25.00 at the time of reconciliation, enclose a voucher request form for the amount of all the purchases made with your petty cash fund. Detailed receipts for all your petty cash fund purchases should be attached to your voucher request. The voucher request should specify the authorized signor (with contact information – telephone and e-mail address) that will pick up the petty cash when ready. Just as with the initial request, all petty cash must be picked up by an authorized signor on the account. Note, a monthly cash reconciliation form should be submitted even if there was no activity from your petty cash fund.

If your petty cash fund needs to be replenished prior to your monthly reconciliation, submit written voucher request and petty cash reconciliation report to the CASPUR office with the detailed receipts from your petty cash fund. Your next monthly report should reflect the time from your request to the end of the month. Keep in mind that voucher request should specify the authorized signor (with contact information – telephone and e-mail address) that will pick up the petty cash when ready.

A few key notes with regards to the petty cash reconciliation report. The reconciliation total (sum of cash on hand and petty cash fund receipts) should always equal the total authorized amount for the petty cash fund. Each receipt submitted with the reconciliation report should be itemized in the “Paid Receipts Summary” section. The “TOTAL PAID RECEIPTS” should always equal “Paid Receipts on Hand.” Signatures from two authorized signors on the organization’s account are required for all Petty cash fund reconciliation reports.

3.4 Reimbursable Salary & Commission

All salaries must be paid through the University of Kansas payroll system to ensure that all the appropriate taxes are processed. A check will be issued from your account to reimburse the University for payroll expenditures. 1099s will be issued to those individuals who receive commission from your organization. Please contact the SOFAS coordinator with any questions or concerns.

3.5 Sales Tax

This section is designed to clear up any misunderstandings about sales tax as it applies to Student Organizations.

At any event where merchandise is sold or admission charged, sales tax must be collected and remitted to the State through the Comptroller's Office. It is not necessary to list the tax as separate items in pricing. However, if the price includes sales tax, you must indicate that fact. The retail price or admission fee may include the tax; or you may collect it in addition to the listed price, as most retail stores do. It is the responsibility of the organization to collect all sales tax due and to remit these taxes.

The proper method of paying the tax is to prepare a voucher payable to the University of Kansas, Sales Tax and give it to the Student Organization Accountant. The Lawrence rate is 7.3%. (Include with the voucher a completed sales tax itemization report). If you charge an amount that includes sales tax, you can compute the tax due by dividing the total of the receipts by 1.073. This will give you the actual selling price, and the difference between it and the total receipts will be the tax.

Student organizations are subject to the same rules as individuals and are required to pay tax on all merchandise and services purchased.

The student organizations associated with the social accounts in residence and scholarship halls, and *The University Daily Kansan* are exempt from paying sales tax on purchases. So when reimbursing someone for items they paid for be sure not to include sales tax. These organizations may apply for a Sales Tax Exemption Certificate to be used for items purchased for resale. An application for this certificate may be obtained from LeAnn Ferguson, Accountant I, CASPUR.

It should be noted that changes in sales tax exemptions in recent years have made the applicability of these certificates extremely limited. Please call the Student Organization Accountant for guidance at any time.

A list of specific types of sales transactions, which are considered taxable by the Department of Revenue, is set out below for your information. Please use this as a guideline in the assessment, collection, and reporting of sales tax proceeds. This list is not all-inclusive. Remember the basic rule to follow is that sales tax must be assessed, collected and reported for all sales of goods and services to students, faculty and the general public (this does include the sale of photocopies to students).

<u>Type of Sale</u>	<u>Comment</u>
1. Meals, concessions, vending machines, banquets	Taxable if open to the general public
2. Supplies - medical, art, school, industrial, office, other	Taxable
3. Books - class discussion materials, yearbooks, annuals, programs, periodicals, newspapers	Taxable
4. Rentals - books, towels, musical instruments, locks	Taxable
5. Admission fees - plays, musicals, concerts, athletic events, movies, museums	Taxable
6. Uniforms, Sporting goods, T-shirts, Shoes	Taxable even if considered part of tuition
7. Photocopies, reproduction of printed material	Taxable
<u>Donations Received</u>	<u>Comment</u>
1. Any requested donation for a specific amount of money is not a donation	Taxable
2. Donations for unstated amounts	Not taxable However, you must make receipts available for all donations upon request. If the organization offers goods or services for any donation, the organization must accept any amount offered.



4.0 SOFAS Account Codes

The following account code tables are provided for your reference. These tables should be referred to when coding revenues on deposit slips (Revenue Account Codes) and expenses on voucher requests (Expenditure Account Codes):

STUDENT ORGANIZATION REVENUE ACCOUNT CODES University of Kansas, Office of Comp- troller

Account	Description
310	Donations
315	Dues
320	Fundraiser
330	Housing
340	Interest
350	Key Deposit
360	Microfilming Fees
365	Miscellaneous
368	Operating Transfers
370	Options
375	Refund/Reimbursement
379	Sales
380	Sales Tax
385	Scholarships
390	Sponsorships
400	Visa Requirement



STUDENT ORGANIZATION EXPENDITURE ACCOUNT CODES

University of Kansas, Office of Comptroller

<u>Account</u>	<u>Description</u>	<u>Account</u>	<u>Description</u>
505	Computer Computer & Printer Computer Supplies Computer Support Software	920	Reimbursable Salaries
605	Copying & Printing Copier Rental Printing Services Services Supplies	940	Sales Tax
705	Travel Gasoline In-State Travel Mileage Out of State Travel Registration Fees Vehicle Rental	955	Services Advances Advertising Catering Commission Consulting Donations Dues Express Mail Film Development Guest Speaker Honorarium Lawyer Microfilming Optional Fees Parking Rental Service Charges Subscriptions Telephone
805	Miscellaneous Penalties Refunds Scholarships Trophies, Awards, Plaques Tuition	980	Transfers
905	Supplies & Materials Books Clothing Entertainment Decorations ment First Aid Food Furniture Hardware Miscellane- Household ous Office Pet Postage	992	Unclaimed Property

5.0 SOFAS FORMS

Signature, address update, organizational deposits, monthly cash reconciliation and sales tax itemization forms are located at:

http://www.comptroller.ku.edu/CASPUR/SOFAS/sofas_main.aspx.

Voucher request booklets may be picked up from the CASPUR Office

