



A&S Business Center-Contact Information

Located in 361 Jacobs Science Building and 271 Patterson Office Tower

asbc@uky.edu, asgrants@uky.edu

<https://resources.as.uky.edu/business-center>

<https://luky.sharepoint.com/sites/as/deptdocs/SitePages/Home.aspx>

What we do:

- Budgeting and Forecasting (grants & all other types of accounts)
- Grant Proposals
- Travel Reimbursements
- All Other Reimbursements
- Financial Reporting
- Payroll & Human Resources
- Faculty Distribution of Effort
- Facilitate Faculty Effort Certification
- Visa Processing for Employees and Visitors
- Purchasing, including Procurement Cards
- Student Payments & Scholarships
- Check & Cash Deposits
- Research Subject Payments
- Miscellaneous-all other items with a financial component

General Tips & Tricks:

- For most items (purchasing, travel, hiring, etc.) the most efficient method is to visit our website at <https://resources.as.uky.edu/business-center>, also found under the A&S website under "Resources". Use the appropriate request form, or if you are unsure, you can use this general request form: <https://www.as.uky.edu/asbc-question-form>. We use a ticketing system to manage requests and you will receive an email back from one of our staff that will help with your request.
- The University has many contracted vendors for procurement & travel. By starting first with our unit we can help you to avoid significant delays in reimbursements and processing time by central administration.
- You will receive an email with a link to a SharePoint folder, which will contain spreadsheets with your startup and any other account information. This folder can also be accessed through our website or at this link: <https://luky.sharepoint.com/sites/as/deptdocs/SitePages/Home.aspx>.
- Please also feel free to visit us in person in 361 Jacobs Science Building or 213 Patterson Office Tower for assistance.
- Your Department Manager also works closely with our office and can assist with any other questions you may have.

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