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.