

# KU Finance Service Portal

<https://hawkhelp.ku.edu/TDClient/631/Portal/Home/>

## \*First Tile of the Finance Service Portal Page

### Services:

#### Finance Shared Service Center

This may include:

- Submit P-card Receipts
- Request Travel Request (TR) or Travel Expense Reimbursement (TER)
- Submit an invoice for payment (**non-travel**)
- Submit a Non-Travel Employee Reimbursement Request
- Independent Contractor Payment Request - *This process replaces the need for an Invoice Payment Form/Contractual Services Form and Independent Contractor Decision Tree*
- Modify existing order
- Non-Catalog Purchase Order Requests (*non-tech & less than \$10K OR w/ pre-approval from Procurement/KU IT; research funding purchases over \$10K should continue to go through appropriate SSC or Research Center contact*)
- Bill for goods/services provided by unit/dept
- Submit sponsorships, scholarships, or student award
- Submit Journal Request Change (JRC)
- Submit Miscellaneous Deposit Form
- Inquire about Fund Utilization
- Something Else

# □ Finance Shared Service Center

## Services (3)

### [SSC Finance Request](#)

Use this all-inclusive form to submit a finance request to the Finance Shared Service Center (SSC).

### [Non-Travel Employee Reimbursement Request](#)

Use this form to request employee reimbursement for Non-Travel related purchases.

### [Independent Contractor Payment Request](#)

Use this form to submit an Independent Contractor Payment Request

## Popular Services

- [SSC Finance Request](#)
- [P-Card Form - Application for new Pcard, changes to current card, and cancellations.](#)
- [Finance Service Portal Support Form](#)
- [Non-Travel Employee Reimbursement Request](#)
- [Supplier Maintenance Request](#)

[View All Popular Services](#)