

Where to Send Finance Related Forms

Form	Send to
Administrative/Security Access Request: Accounts Receivable Computer Account Finance & Human Resources	NextGen Form helpdesk@alaska.edu (OIT) uaf-budget@alaska.edu
Activity Code Maintenance	uaf-budget@alaska.edu
Affidavit of Forgery	uaf-ofa@alaska.edu
Budget Revision (BR)	uaf-budget@alaska.edu
Budget Revision: Non-Standard (MBUD, PBUD, etc.)	uaf-budget@alaska.edu
Cash Advance: Miscellaneous Travel	uaf-ofa@alaska.edu uaf-travel-ofa@alaska.edu
Certification of Unavailable Documentation (CUD)	uaf-travel-ofa@alaska.edu
Direct Deposit Payment Agreement	Fax: 907-450-8051
Direct Pay Reimbursement	uaf-ofa-ap@alaska.edu
Employee Recognition/Bonus Award	ua-hr@alaska.edu
Fund Code Maintenance	uaf-ofa@alaska.edu
Journal Voucher (JV/FUPLOAD)	uaf-ofa@alaska.edu
JPAY/JSPC	uaf-budget@alaska.edu
Labor Redistribution (LR)	uaf-budget@alaska.edu
Local Mileage Reimbursement (LMR)	uaf-travel-ofa@alaska.edu
Multi-Year Event Fund	uaf-budget@alaska.edu
Non-Cash Gifts/Awards & Raffles	uaf-ofa@alaska.edu
NSF Override Request	Google Form
Organization Code Maintenance	Google Form
PCN Request	Google Form
Petty Cash Voucher	uaf-bursar@alaska.edu
Recharge Center	uaf-ofa@alaska.edu
Reimbursable Service Agreement (RSA)	ua-finsys@alaska.edu
Relocation Allowance Request	NextGen Form
Representational Allowance Expenses	uaf-ofa@alaska.edu

Stop Payment Request	uaf-ofa-ap@alaska.edu
Utility Payment Authorization	uaf-ofa-ap@alaska.edu
Wire Transfer (Outgoing)	Fax: 907-474-7046
Working Capital Agreement (WCA)	Google Form

OFA Budget & Cost Records Team = uaf-budget@alaska.edu

OFA Transaction & Cash Management Team = uaf-ofa@alaska.edu

OFA Accounts Payable Team = uaf-ofa-ap@alaska.edu

OFA Travel Finance Team = uaf-travel-ofa@alaska.edu

*NextGen & Google forms are designed to route the information to the appropriate account.