



FREQUENTLY ASKED QUESTIONS

UNIVERSITY OF CENTRAL FLORIDA

FINANCE AND ACCOUNTING

CHECK DESK AND UCF SUBSTITUTE W-9 FORM

FREQUENTLY ASKED QUESTIONS ABOUT UCF SUBSTITUTE W-9 FORM AND CHECKS

Q. What is required for a vendor to be set up in UCF Financials?

A. A completed UCF Substitute W-9 is required. Information must be clear and legible. Please print or type.

- Corporate (EIN) vendor requests should be faxed to Purchasing at (407) 823-5551.
- Individual (SSN) vendor requests should be faxed to Finance & Accounting at (407) 882-1067.

Q. Where can I get the form?

A. The form is available at the following websites:

- F&A: <http://www.fa.ucf.edu/Forms/Vendor/41-990.pdf>
- Purchasing: http://www.purchasing.ucf.edu/forms/Substitute_W-9.pdf

Q. Did you know that you can view the vouchers that paid your vendors or suppliers?

A. Vouchers scanned on or before Nov. 30, 2010, may be viewed in ViewStar. Email viewstar@ucf.edu or call (407) 823-5609 for help. Vouchers scanned on or after Dec. 1, 2010, can be retrieved through UCF Financials. For assistance, call the Help Desk at (407) 883-3173.

Q. May checks be picked up?

A. Generally all checks should be mailed, but if requested, they may be picked up by the vendor. Check pickup by any person other than the vendor is limited to the following situations:

- An honorarium for a speaker or guest lecturer if the speaking engagement is after office hours or on weekends and the vendor wants payment after the service is rendered.
- Entertainer or concert performer whose performance is after office hours or on weekends and the vendor wants payment after the service is rendered.
- Priority rush payment to a lawyer who handles visa application and applicable visa fees.
- Payment to a United States Post Office that doesn't accept the PCard for the purchase of stamps or replenishing stamp meters.
- Stipends for REU (Research Experience for Undergraduates) or URE (Undergraduates Research Experience) students. The project manager or project coordinator may pick up the checks for distribution to the recipients only after they have met the deliverable requirements of their awards.
- Exceptional circumstances supported by appropriate and reasonable justification.



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Checks for pickup are marked PU on the vouchers. Check pickups must have prior approval attached to the voucher packet. Send requests for approval to Adoracion Santos, Associate Controller, Disbursements, or Glen Carlson, Senior Associate Controller, Disbursements.

Q. Can missing, lost, or outdated checks be replaced?

A. Yes, contact your respective Travel or Vendor Payables accountant/processor for proper handling. Provide a reason or justification for the request to facilitate the completion of the void/stop payment form. Original checks that need to be canceled or replaced must be stamped VOID and returned to Finance & Accounting, if available.