Purpose of Procedure: General Business Process Guide for Departments

Who Processes: Departments

How often: As Needed

What is Processed: Payment Vouchers for Invoices and other Payment Documents

Where are the results distributed: Vendors Payable

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A. ON-LINE REQUISITIONS

- All documents listed below have been discontinued and replaced with an on–line requisition effective 7/1/03.
  1. LPO (Limited Purchase order)
  2. PA (Payment Authorization)
  3. ROTT (Reimbursement Other than Travel)

- Department name and contact person’s phone number should be provided in the Header Comment.
- Make sure account code assigned is correct. Refer to Account Crosswalk at http://www.finacctg.ucf.edu for assistance.
- Make sure vendor is in the system database and the correct vendor ID is selected.
- Obtain completed W-9 forms from new vendors and forward to Data Entry clerk. W-9 forms can be downloaded from http://www.irs.gov.

B. INVOICES

- Vendor invoices with PO number must be sent to Finance and Accounting for processing.

- Invoice copies will be expedited by fax or mail to the department requesting action needed. Expedited Invoices will need to be returned to Finance & Accounting with requested action completed ASAP.

- If invoices have been paid via Procurement Card, inform the processor by email or fax.

- If there is a problem notify the appropriate processor by email or fax.
• Invoices received by the departments should be reviewed for discrepancies before forwarding to Finance & Accounting. Items checked should include the following:

  ❖ Previous payment
  ❖ PO number
  ❖ Correct amount
  ❖ Quantity received is correct
  ❖ Proper vendor name according to PO
  ❖ Check for sufficient funds and initiate change order if necessary

• Helpful suggestions:

  Keep a close check on expenditures utilizing reports available through UCF Financials. Verify the following:

  ❖ If payment has been disbursed
  ❖ Liquidation of encumbrances
  ❖ Available encumbrance balance on blanket PO’s
  ❖ Proper department/project number charged

• Above steps will ensure payment in a timely manner and keep the line of communication open between departments and Finance & Accounting.

Any questions/concerns call 407-882-1000.