Purchase Order Process: Requisitions to AP Buyer (External)

<table>
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<th>Purpose of Procedure:</th>
<th>Requisitions to be sourced by AP Buyer</th>
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<td>Who Processes:</td>
<td>AP Buyer</td>
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<td>How often:</td>
<td>As needed</td>
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<td>What is Processed:</td>
<td>Requisitions initiated by the department for OOR subcontracts, construction, stipends, postage and food catering events</td>
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<td>Where are the results distributed:</td>
<td>To appropriate Vendor Payable processors</td>
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**Date:** 06/10/04  
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**Procedure Description:**

A. UCF Departments

- Department shall initiate a requisition for food catering events, postage, stipends, fellowships, registrations without travel and other approved prepayments (formerly paid on Payment Authorization).

- Above requisitions assigned the appropriate category will be sent to the AP Buyer.

- AP buyer shall source the requisitions to Purchase Orders and distribute them to the appropriate vendor payable processors.

- Vendor Payable processor shall process payments as back-up documents are received from the department, i.e. registration form, roster for stipends and fellowships, or invoices for approved prepayments. **Only POSTAGE can be paid without any back up or invoice.** AP Buyer must print the Purchase Order and give to the respective processor to be used as an invoice.

B. Office of Research Subcontracts

- Contract Administrator shall initiate a requisition to encumber subcontract assigning the appropriate category and account. The requisition will bypass Purchasing and will flow to the AP Buyer.
• AP buyer shall source the requisition to Purchase Order and forward the PO to the subcontract processor for OOR.

• Subcontract processor for OOR shall process payments as approved invoices are received.

C. Facilities Planning Construction

• Facilities Planning shall initiate a requisition to encumber construction funds for architect, engineer, construction manager and construction expenses.

• Above requisition assigned the appropriate category will flow to the AP Buyer.

• AP buyer shall source the requisition to Purchase Order and forward the PO to the construction processor.

• Construction processor shall process payments as approved invoices are received.