Purpose of Procedure: Voucher Process for Construction, Facilities Planning

Who Processes: Facilities Planning & AP Buyer, F&A

How often: As needed

What is Processed: Notices to Proceed with Construction

Where are the results distributed: To vendor payable processor responsible for paying construction

Date: 6/3/04

Author: Vendor Payable, F&A

Procedure Description:

- Facilities Planning will initiate the requisition for all notices to proceed with construction projects, assigning the appropriate categories and accounts, as follows:
  1. FCO Architecture, account 714101
  2. FP Construction Contractor, account 7134XX
  3. FCO Engineering, account 714107
  4. FCO Supervision, account 714103

Facilities Planning will make a copy of the requisition and send with the appropriate document to Finance & Accounting. Facilities Planning will be responsible for assigning the correct year to encumber the funds. This will be keyed in the budget reference field of the chartfields.

- The AP Buyer in Finance & Accounting will source the requisition to a PO and dispatch to the appropriate vendor payable processor.

- Department will send invoices for payment to Finance & Accounting indicating the appropriate PO#(s).

- Upon receipt of invoice(s) processor will verify vendor and/or PO in UCF Financials and voucher the invoice(s).