All completed Foundation Payment Authorizations and Scholarship forms are to be sent to Denise Matias for review. Forms will be provided to the Dean or his Designee for review and signature.

Approved forms will be hand delivered to Foundation for processing.

Monthly Foundation reports will be e-mailed to CAH Departments/Programs.

**General Information**

- **Foundation funds** must be used for the general benefit of UCF and its specific programs. There are to be no substantial benefits transferred to the donor, faculty, or staff member in return for the gift. Foundation funds cannot be used for personal items or break room items.

- All disbursement requests must follow Foundation procedures and be submitted on UCF Foundation forms. Foundation is a separate entity from UCF and does not have access to Peoplsoft. Forms and procedures are readily available on the CAH website at [http://www.cah.ucf.edu/fs/budget.php](http://www.cah.ucf.edu/fs/budget.php) and are updated as needed.

- Available donations must be posted in the system before payments using those donations will be processed. The 4% revenue fee for new donations is deducted during the budget checking process in the Dean’s Office. Foundation accounts should never have a negative balance.

- **Signers**, including the Chairs, Dean Fernandez, Associate Dean Lynn Hepner and Assistant Dean Nancy Stanlick, retain the right to not authorize expenses that they have not pre-approved.

- All payments are subject to review and reimbursements are not guaranteed.

- Reimbursement requests for activities hosting UCF employees only (if an actual working breakfast, lunch, or dinner meal is provided), receipts reflecting meals of $50 or more per person, tips over $25 or 25% or requests over $10,000 must all be approved by the Provost. A tip of 20% is considered standard by Foundation. Per the Dean, a tip over 25% of the meal cost (without tax) will not be approved. Any meal in excess of $50 inclusive of tax and tip (including tax and tip along with meal cost) per attendee will not be approved. Detailed receipts must be provided for meals along with the pay stub.

- Receipts must show payment method, cash or xxxx-xxxx-xxxx-1234 for a credit card. If receipt does not reflect a zero balance, a Proof of Payment/Exception Reimbursement Request Form must be used.

- Per the Dean, flowers purchased or other expenses incurred for a UCF student’s family member who has passed away or who is ill is not a permissible reimbursement through Foundation. Flowers may be purchased and reimbursed through foundation for a UCF employee’s spouse, parent(s), sibling(s) and children only. Please note there is a $90 maximum purchase for flowers with shipping excluded in price.

- Prepaid Expenses are processed only when a deposit is required and only up to 50% of the total estimated bill.

- Travel-related reimbursements to the department/program, including meals, must have the itinerary attached, conference agendas, meeting agenda or other sufficient documentation which clearly outlines the dates and description of the purpose for the travel. Also include a copy of the signed completed Reimbursement Voucher (RV).
Scholarships are processed by Foundation and awarded through Student Financial Assistance. Any outstanding fees/fines owed by the student will be deducted from award amount. If the student is not setup through myUCF for direct deposit (Note: this is not the same as DD that is used for Payroll), a paper check will be mailed to the student’s billing address.

The CAH Payment Authorization (short invoice) deadline is Friday to be processed and checks are issued the following Friday.

Checks are processed and mailed by Foundation every Friday. Salary supplements are processed by Foundation and paid through Human Resources.

When deposits are made to Foundation, e-mail a copy of the receipt to Denise.Matias@ucf.edu for tracking purposes.

Processing Procedures

The Foundation Payment Authorization form is available at:
http://www.cah.ucf.edu/fs/files.php

Send the Payment Authorization along with the following attachments to Attn: Denise Matias, CAH Dean’s Office, +1990:

☑ Original detailed invoice or receipt
  ▪ Invoice should show total balance due and be charged to UCF (Foundation is tax exempt, please contact Denise Matias if you need a copy of their Foundation’s W-9.)
  ▪ Receipts must show payment information by either reflecting a zero balance or reference a partial credit card number
  ▪ Meal receipt needs to show the detailed information of items purchased at the meal along with the payment stub. (this is a CAH policy)
  ▪ Proof of Payment/Exception Reimbursement Request Form should be used for non-zero receipts or cash payments without a receipt
  ▪ Receipts smaller than 8 ½ x 11 needs to be taped to a piece of paper (Please make sure tape does not cover any information)

☑ Only if applicable, please include originals of one or more of the following:
  ▪ Agenda, itinerary or flyer with date of event
  ▪ Invitation or announcement of event
  ▪ Attendee list, UCF business affiliation and justification if not affiliated with UCF
  ▪ Certification of Independent Contractor Status form

UCF Foundation Fees

4% Revenue Fee
Revenue fees for all new contributions are assessed each year on June 30th (this does not include endowment spendable or transfers between Foundation accounts). The fee is not deducted on your monthly statements. The amount will be deducted during the budget checking process in the Dean’s Office.

0.5625% Quarterly Endowment Fee
Assessed on the market value of your endowment as an overhead fee
Payment Authorization (Short Invoice) Form

- Payments to companies or individuals for services, purchases, and/or entertainment
- Reimbursement to individuals
- Transfer of funds from Foundation to UCF department
- Salary supplement for state employees
- Honorariums for non-state employees; cannot be used for students

General Guidelines for Completing the Payment Authorization Form:

Upper Left hand corner:
- Payee: Complete individual or company name
- Address: Company’s address or home address of individual
- Vendor FEID or SSN (last four numbers ONLY, Required)
- For UCF employees, use Employee ID number (not PID)

Upper Right hand corner:
- Date: Date Short Invoice is being prepared
- Prepared by: Preparer’s name and +4
- Foundation Account Name: ex. CAH Deans’ Office General
- Account Number: COAH000xxx

Middle Section:
- Description of Purchase Reimbursement (Who, What, Where, and When): Be clear and use concise statements explaining who, what, where, and when.
  - List receipts separately and, if needed, summarize on an attached page
  - Include a list of attendees noting their affiliation with UCF. For long lists, please type “See attached list of attendees” and then attach the list
  - For a large attendance or list was forgotten please provide an estimated attendance amount
- UCF Benefit/Justification: Explain how event/purchase benefits UCF
- Total: Sum of all expenditures

Signature Lines
- The first line should be signed by the department’s Chair/Director or assigned designee. If reimbursement is for the Chair, leave blank and Denise Matias will sign.

Honorariums
- Payees must not work for the state
- Need original signed W-9 (write on the bottom of the form Phone #, e-mail address if known and fax # if known)(For the first time Foundation is paying the individual. If the address has changed for a payee an updated W-9 is needed.)
- Original Certification of Independent Contractor form (signed by Chair/Director of Dept/Program. Also signed by Dean/Dean Designee.)
- Original invoice must be signed by the payee
Reimbursement for Individuals or Company’s Format

- Payment to companies or individuals for services, purchases, and/or entertainment and reimbursements to individuals
- Invoices for individuals that do not have a Federal ID number and who are using a social security number for tax reporting purposes must sign the original invoice. Note: Social security number does not go on invoice.
- Reimbursements for interviewees must list the UCF position, such as “Assistant Professor”

Attachments to this Payment Authorization:

- Original detailed receipt along with pay stub for UCF Marketplace taped to an 8 ½ x 11 piece of paper
- Original detailed receipt along with pay stub for Toucan Willie’s taped to an 8 ½ x 11 piece of paper
- A list of attendees to each event (if additional space is needed, attach another page with the list)
- A copy of John Smith’s itinerary
Reimbursement to UCF

- Expenses must already be paid from the E&G or Auxiliary account.
- Attach a copy of the Actuals DataMart Detailed Information showing check number (if applicable) for each charge for backup.
- Subtotal by account code if necessary.
- Foundation will cut a check and deposit it at the UCF Cashier’s Office. You will see the reimbursement post as a STFxxxxxxx journal.

<table>
<thead>
<tr>
<th>Description of Purchase/Reimbursement (Who, What, Where, When)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please transfer $402.70 from Foundation Account Number CAH0000000 to the following E&amp;G department 230000000 and account number(s) for the following purchases below.</td>
</tr>
<tr>
<td>Home Depot: Account # 738601 parts &amp; fittings; hooks, spray paint to work on shows.</td>
</tr>
<tr>
<td>Staples: Account # 738501 office supplies, vellum, spray adhesive, paper, clips to use for shows.</td>
</tr>
<tr>
<td>UPS: Account # 711303 mailing service.</td>
</tr>
</tbody>
</table>

Date the Goods or Services were received: Aug Month 11 Year

Benefit to UCF Business Purpose (Required)

To ensure continuous operations of the UCF Art Gallery and its exhibitions that enriches the campus community and the greater Orlando Community.

Attachments to this Payment Authorization:

- For backup, attach a copy of the Actuals DataMart Detailed Information for each charge for backup or excel report for multiple charges.
- Invoice or receipt (when filling out the Foundation PA make sure and explain in short detail what the item(s) was purchased for.)
- Itinerary, program, announcement, and/or attendees if applicable
To print out the Actuals DataMart Information:

Go to: Staff Applications under MyUCF Portal and select F&A DataMart. Select Actuals from the purple screen and the following screen will show: Type in the department number to search and select Run Query.

The following screen will show and you then look for the charge(s) or credit(s) that need to be print.
Select the Line Number in Blue (Only use the account number that starts with a 7XXXXX) and the following below will show up. Note: example department number was edited, but will show up on your report.

Here is an example of an Excel sheet format that you need to use for a journal and pcard charges.

<table>
<thead>
<tr>
<th>Dept #</th>
<th>Account</th>
<th>Amount</th>
<th>Voucher #</th>
<th>VendorNm/JrnlHdrDesc</th>
<th>PONum</th>
<th>JournalID</th>
<th>TransDt</th>
<th>Vchr/JrnllineDesc</th>
<th>ChkDate</th>
<th>Chk #</th>
</tr>
</thead>
<tbody>
<tr>
<td>23010001</td>
<td>744201</td>
<td>$249.00</td>
<td></td>
<td>agamarra X30090 Meter Reads Ma</td>
<td>0272063003</td>
<td>APA0116530</td>
<td>06/12/2012</td>
<td>hooks, spray paint</td>
<td>7/20/2012</td>
<td>650932</td>
</tr>
<tr>
<td>23010001</td>
<td>726201</td>
<td>$179.80</td>
<td>00880584</td>
<td>BANK OF AMERICA</td>
<td>APA0126560</td>
<td>7/20/2012</td>
<td>hotel deposit</td>
<td>7/20/2012</td>
<td>650932</td>
<td></td>
</tr>
<tr>
<td>23010001</td>
<td>713901</td>
<td>$529.00</td>
<td>00881600</td>
<td>BANK OF AMERICA</td>
<td>APA0126701</td>
<td>7/26/2012</td>
<td>Office Moves</td>
<td>7/26/2012</td>
<td>650932</td>
<td></td>
</tr>
</tbody>
</table>

$957.80

For Multiple charge(s) or credits(s) that you want to upload in Excel format, select the link marked in red. All the actual charges/credits will show up in Excel and you will need to delete rows and columns for the backup that needs to be provided.
Foundation will not pay if check number is not showing on the DataMart print out so you can do the following:

You will need to do a voucher inquiry to look up the check number using the voucher number. If you do not have a Voucher Inquiry already setup as a favoriet proceed to UCF Financials navigate to: Main Menu > Accounts Payable > Review Accounts Payable info > Vouchers > Voucher. (To save time, add this to your favorites).

This is a picture of the voucher screen. Enter the voucher number (8 digits) in the Voucher ID box. Select the search button towards the bottom of the page.

The following page below will show up at the bottom of the Voucher Inquiry page. Under Payment Information select the $ link.
You will find the check number under the Payment Reference ID. Input the check number on your excel sheet under check number.
Other forms that may need to be included with the Payment Authorization/Short Invoice

Certification of Independent Contractor Status form
Use for payee’s requiring a 1099 at year end. An original signed W-9, an original invoice signed by payee and an original signed Independent Contractor’s form must be attached to the Payment Authorization Form.

Proof of Payment/Exception Reimbursement Request Form
First step should be for the payee to contact the vendor and request duplicate receipt. Complete Proof of Payment/Exception Form if payee is unable to obtain a receipt and bill was paid by cash or check. If paid by check, a front and back copy of the canceled check must be attached.

* Short Invoices submitted to Foundation using the Proof of payment form will be approved on a case by case basis.
* The proof of payment form is not necessary if paid by credit card. Payee must provide copy of credit card statement showing the amount and vendor paid.

Other Foundation Forms (Found on CAH Dean’s Office Website at http://www.cah.ucf.edu/files/index.php under Foundation)

Scholarships/Awards Form
- Use to award student scholarships
- Scholarship will not process if funds are not available
- One form may be used for multiple students
- Use PIDs instead of social security numbers

Value Received Donation Transmittal Form
- For use with monetary donations
- Checks should be made payable to “UCF Foundation”

Gift In-Kind Form
- Use for donated goods and services

Helpful Links

The link for the CAH website for helpful Foundation information is: http://www.cah.ucf.edu/fs/files.php

The link for Foundations Policy IQ that is used by Foundation to house their written policies and related form is: https://app.policyiq.com/FoundationUCF/Default.aspx?Key=092daca4-c94d-475e-96f6-3a2d4b603766
- To the left you can click on specific policies and forms or you can search for a specific topic.
List of Approved Caterers as of 10/17/2011

Full Service Caterers

UCF Dining Services
Ferrell Commons, Room 109
Phone: 407-823-2494
Fax: 407-823-0940
FEID: 95-2051630
Vendor ID # 44769
www.ucfdining.com

Big City Catering, Inc.
9500 Satellite Blvd, #220
Orlando, FL 32837
Phone: 407-438-3488
FAX: 407-438-3492
FEID: 56-2414900
Vendor ID # 28541
www.bigcitycatering.com

Collins Catering & Events
7512 Dr. Phillips Blvd, Suite 50-348
Orlando, FL 32819
Phone: 407-370-6960
FAX: 407-354-3462
FEID: 26-0351959
Vendor ID # 53332
www.collinscateringfla.com

The Coordinator, Inc.
6123 S. Orange Ave
Orlando, FL 32809
Phone: 407-649-9190
FAX: 407-649-9385
FEID: 59-3536170
Vendor ID # 49251
www.thecoordinatorinc.com

Levan's Catering
11826 S. Orange Blossom Tr
Orlando, FL 32837
Phone: 407-854-7949
FAX: 407-854-7939
FEID: 59-3726332
Vendor ID # 22676
www.levans.com

Puff 'n Stuff Catering
250 Rio Dr
Orlando, FL 32810
Phone: 407-629-7833
FAX: 407-629-8668
FEID: 43-1998301
Vendor ID # 22388
www.puffnstuff.com

Tabla Gourmet
5827 Caravan Ct
Orlando, FL 32819
Phone: 407-248-9400
Fax: 407-956-4950
FEID: 59-2180459
Vendor ID # 56766
www.tablabar.com
Specializing in American/Indian/Pakistani cuisine

Arthur's Catering
860 Sunshine Ln
Altamonte Springs, FL 32714
Phone: 407-331-1993
Fax: 407-331-8604
www.arthurscatering.com
Restaurants Approved to Cater

UCF Bookstore Cafe
John T. Washington Center
Phone: 407-823-0118
Fax: 407-823-6282
FEID: 13-2536119
Vendor ID # 07275
www.ucf bkstore.com

Bubbalous' Bodacious BB
12100 Challenger Pkwy
Orlando, FL 32826
Phone: 407-423-1212
FAX: 407-208-0221
FEID: 59-3543069
Vendor ID # 04104
www.bubbalous.com
This location only

Chick-Fil-A
JTWC Center - Building 26
UCF Dining Services / Classic Fare Catering
Ferrell Commons, Room 109
Phone: 407-823-2494 • Fax: 407-823-0940
FEID: 95-2051630
Vendor ID # 44769
www.ucfdining.com
This location only

California Pizza Kitchen - Waterford Lakes
695 N Alafaya Trl, #474
Orlando, FL 32828
Phone: 407-384-5689
FAX: 407-384-9102
FEID: 95-4040623
Vendor ID # 47246
www.cpk.com

Crispers, Inc Waterford Lakes
557 N Alafaya Tr
Orlando, FL 32828
Phone: 407-482-4727
FAX: 407-482-5851
FEID: 82-0555311
Vendor ID # 05020
www.crispers.com

Domino's Pizza #3834
12213 University Blvd
Orlando, FL 32817
Phone: 407-384-8888
FEID: 65-1145364
Vendor ID # 04640
This location only

Einstein’s Bros. Bagels
Business Administration Building 45
UCF Dining Services / Classic Fare Catering
Ferrell Commons, Room 109
Phone: 407-823-2494 • Fax: 407-823-0940
FEID: 95-2051630
Vendor ID # 44769
www.ucfdining.com
This location only

Hooters of Lake Underhill
11425 Lake Underhill Rd
Orlando, FL 32825
Phone: 407-243-6466
FAX: 407-243-6460
FEID: 59-3757829
Vendor ID # 50687
www.hooters.com
This location only
The list of caterers can be found at [https://businessservices.ucf.edu/university-approved-caterers.html](https://businessservices.ucf.edu/university-approved-caterers.html).

---

**Jimmy John's - Knights Plaza**  
Phone: 407-882-2222  
Fax: 407-882-2224  
FEID: 35-2285357  
Vendor ID # 56775  
[www.jimmyjohns.com](http://www.jimmyjohns.com)  
*This location only*

**Tailgaters Smokehouse - Knights Plaza**  
East Plaza Dr, Suite F  
Phone: 407-882-0777  
FAX: 407-882-0888  
FEID: 58-8014859  
Vendor ID # 53331  
[www.tailgatersatu.ucf.com](http://www.tailgatersatu.ucf.com)  
*This location only*

**Jason's Deli**  
2914 E Colonial Dr  
Orlando, FL 32803  
Phone: 407-898-9806  
FAX: 407-898-9856  
FEID: 76-0075660  
Vendor ID # 30170  
[www.jasonsdeli.com](http://www.jasonsdeli.com)

**Qdoba Mexican Grill**  
UCF Student Union  
Phone: 407-275-3820  
FEID: 20-1638903  
Vendor ID # 0000038279  
[www.sonnysbbq.com](http://www.sonnysbbq.com)

**Sonny's Real Pit Bar-B-Q2605**  
Maitland Ctr Pkwy, Ste C  
Maitland, FL 32751  
Phone: 407-660-8888  
FAX: 407-660-9050  
FEID: 59-2033647  
Vendor ID # 37148  
[www.sonnysbbq.com](http://www.sonnysbbq.com)

**Subway**  
Student Union  
Phone: 407-273-2980  
FAX: 407-273-2981  
FEID: 59-3434054  
Vendor ID # 03535  
[www.subway.com](http://www.subway.com)  
*This location only*

**TooJay's Waterford Lakes**  
715 N Alafaya Tr  
Orlando, FL 32828  
Phone: 407-249-9475  
FAX: 407-249-9375  
FEID: 59-3679363  
Vendor ID # 14788  
[www.toojays.com](http://www.toojays.com)

**Wackadoo's Grub & Brew**  
Student Union  
Phone: 407-282-1900  
FAX: 407-282-16905  
FEID: 59-3436502  
Vendor ID # 03960  
[www.wackadoos.com](http://www.wackadoos.com)