In order to reimburse an employee for a business related payment; the UCF Foundation’s general policy requires a receipt or backup documentation from the vendor showing that the payment was made. If the payee paid with check/cash and if a receipt or backup documentation showing payment cannot be obtained from the vendor, then consideration will be given if the following information is completed and submitted:

1. A copy of the check
2. Backup documentation from the vendor verifying the amount charged
3. The following statement signed and approved:

   To be completed by Payee

   A receipt or backup documentation confirming that payment was received by (company name) could not be obtained because

   For audit purposes please let this serve as verification that (company name)

   (payee) received $ from (company name).

   For reference and audit purposes, the contact telephone number for the company is:

   Payee Signature: Date:

   To be completed by College/Division

   COLLEGE/DIVISION

   Approved Signature: Date:

   (Foundation's authorized signor on the account)

   To be completed by Foundation

   Received by Accounts Payable: (Initial) Date:

   Approved by: (Signature) Date:

   Accounting Supervisor, Associate Controller, Chief Financial Officer

   Once the information is completed the Foundation accounting office will determine if the information submitted is adequate in order for the reimbursement to be issued.