



University of Central Florida

Finance & Accounting

Procedures Document

Advanced Vendor Payment Request (Campus-Wide)

Purpose of Procedure:	Request to pay Travel Related Invoices in Advance of Travel
Who Processes:	Department
How often:	As Required
What is Processed:	Invoice/Payment Transmittal Form
Where are the results distributed:	To Travel Payables
Date:	5/1/06
Author:	Travel Payable, F&A

Procedure Description:

- Advance payments are commonly made for:
 - conference registrations
 - conventions
 - workshops
 - seminars
 - symposiums
 - forums
 - meetings
 - memberships
 - fairs
 - booth rentals
- The department should complete the **Invoice/Payment Transmittal Form 41-909** (3-2005) available on the Travel Payable Web site.
- Attach necessary back up.
- Send to Travel Payables.
- If the payment must be by wire transfer, complete online **Wire Request Form 41-570**. Add a \$25.00 wire transfer fee.

- If the TIN or social security number is available, the vendor information can be verified using this query:
 - Navigation = Reporting Tools > Query > Query Viewer.
 - Run query FXAP_VENDOR_TIN_LOOKUP.
 - Enter TIN or social security number.

- If neither the TIN or social security number is available:
 - Navigation = Vendors > Vendor Information > Add/Update > Review Vendors
 - Preferably use the Short Name data field and select contains
 - Click SEARCH

- If the vendor is not in the F&A vendor database or if the information in the database is incorrect, e-mail the pertinent information to Mary Andersen in F&A Quality Assurance or complete Form VR (7/2003), available on the F&A Website, and FAX to 407-882-1067. An IRS W-9 Form is also required.