



University of Central Florida Procedures Document Purchase Order Process: Requisitions to AP Buyer (External)

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

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.