



University of Central Florida Procedures Document Voucher Process For Construction, Facilities Planning (External)

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).