



**University of Central Florida  
Procedures Document  
Voucher Process:  
Subcontracts, Office of Research(External)**

Purpose of Procedure:	Voucher Process for Sub-Contracts, Office of Research
Who Processes:	Office of Research & AP Buyer, F&A
How often:	As needed
What is Processed:	Subcontracts
Where are the results distributed:	Vendor payable processor responsible for paying OOR subcontracts
Date:	04/22/04
Author:	Vendor Payable, F&A

**Procedure Description:**

- Office of Research will initiate the requisition for all **new subcontracts** assigning the appropriate categories and accounts, as follows:
  1. **Up to the first \$25,000 of subcontract, account 713950**
  2. **Any remaining balance over \$25,000, account 713951**

Office of Research emails requisition and respective subcontract to vendors payable processor who then verifies accuracy of requisition against subcontract.

Office of Research will make a copy of the requisition and put in a file until invoices are ready to be sent to Finance & Accounting.

- The AP Buyer in Finance & Accounting will source the requisition to a PO and dispatch to the appropriate vendor payable processor.
- Upon receipt of invoice(s), processor will expedite to the department requesting two approval signatures and verification of receipt of deliverables as stipulated in the subcontract. Processor completes the Summary of Contractual Services form, BPE-VP-120, and attaches it to the invoice expedited to the department.

