



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: | 06/12/17 |
| 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)
- Attach necessary back up. (Examples: Agenda, Registration Form, Invoice, etc.)
- Send to Travel Payables at travelfa@ucf.edu.
- If the payment must be by wire transfer, please complete the wire request form; Domestic Wire (Form 41-570A) or International Form 41-570b)

- 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 = Suppliers > Supplier Information > Add/Update > Review Suppliers
 - 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, fax a copy of a completed IRS W-9 form to Jenna Capp in F&A at 407-882-1067. Corporate vendors should be faxed to Procurement Services at 407-823-5551, and any foreign vendors or Green card holders should be faxed to UCF Global at (407) 823-2526.