



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 ORC subcontracts, construction, stipends, postage and food catering events
Where are the results distributed:	To appropriate Vendors Payable processors
Date:	11/16/2016
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Procedure Description:

A. UCF Departments

- Requesting departments shall initiate a requisition for food catering events, postage, stipends, fellowships, or registrations without travel and other approved prepayments (formerly paid on Payment Authorization).
- Above requisitions assigned the appropriate category by the requisition requestor will be sent to the AP Buyer.
- AP Buyer shall source the requisitions to Purchase Orders.
- Vendors Payable Processor shall process payments as approved invoices are received. **Only POSTAGE can be paid without any back up or invoice.**

B. Office of Research Subcontracts

- Contract Administrator shall initiate a requisition to encumber subcontract by 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 the Purchase Order.
- Subcontract AP Processor shall process payments as approved invoices are received.

C. Facilities Planning Construction

- Facilities Planning shall initiate a requisition to encumber construction funds.
- Above requisition assigned the appropriate category by the requisition requestor will flow to the AP Buyer.
- AP Buyer shall source the requisition to Purchase Order.
- Construction Processor shall process payments as approved invoices are received.