



**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 ORC subcontracts
Date:	11/16/2016
Author:	Vendors Payable, F&A

Procedure Description:

Office of Research will initiate requisitions for all **new subcontracts** assigning the appropriate categories and accounts, as follows:

- **Account 713954: Up to the first \$25,000 of consulting subcontract**
- **Account 713955: Any remaining balance over \$25,000 on consulting subcontracts**
- **Account 713956: All other subcontracts**

Office of Research emails requisition and respective subcontract to the assigned Vendors Payable Processor who then verifies the requisition against the subcontract for accuracy.

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.

Upon receipt of invoice(s), VP Processor will expedite to ORC requesting approvals and verification of receipt of deliverables as stipulated in the subcontract. AP Processor will obtain IAGS approval, if needed.