



Financial Affairs Procedures Document

Purpose of Procedure:	Documentation of automatic advance payment authorizations
Who Processes:	kNEXT; Finance Business Centers (FBCs)
How often:	As needed
What is Processed:	Invoices requiring a payment prior to receiving goods or services
Where are the results distributed:	Workday
Date:	Initial: 09/01/2017; Revised 05/08/2020; 08/16/2021; 7/22/2024
Author:	Joel Levenson, AVP for Tax, Payables, Procurement

Summary:

Documentation of the university's procedures for advanced supplier payments.

Background Information:

Although section 215.422(15), Florida Statutes concerning advance payments made by other state agencies do not apply to the Florida public universities, it is best practice to document the university's position and procedures for approving certain advance payments when the benefits outweigh the risks. Advance payments are a common business practice and are required by suppliers for a variety of reasons. However, the risk that the supplier will not provide the agreed-upon goods or services at an acceptable standard of quality must be considered prior to any prepayments.

Examples of items and services that may require advance payments include:

- operating capital for a specialized piece of equipment
- catering
- monthly rent or lease payments

The following are examples of items and services that are qualified for automatic prepayment approval:

- 1) a continuous need for the maintenance or service of a research project
- 2) a mission-critical need of the department
- 3) customized equipment or furnishings
- 4) software licenses
- 5) insurance premiums
- 6) rent according to payment terms as evidenced by a lease with an external entity

- 7) other (justification provided by the requesting department)

The following are examples of goods and services that are strictly prohibited from advance payments:

- 1) internal UCF charges, other than monthly contracts. Example:
 - Department X receives an invoice in April for May's copier lease. Payment for the copier lease in April for May is allowable. Payment for next fiscal year's anticipated copier invoices is prohibited.
- 2) Any payment with the intent to expend current year operating budget prior to fiscal year close.

Procedures:

- I. Review of payment terms
 - A. Non-research project invoices which include payment terms requiring a payment prior to the requesting cost-center receiving the requested goods or services, will be automatically approved for an advanced payment by Financial Affairs (FA), **if the prepayment terms are documented on the invoice, or other agreement between the university and the payee. The advance payments must meet the criteria listed, above.**
 - B. FA will review the prepayment during the expense submission process to ensure the payment meets the prepayment terms. Examples of allowable prepayment terms are provided below.
 - C. For research projects requesting an advance payment, FA will consider the prepayment approved after review and approval by the Office of Research & Commercialization (ORC).
- II. kNEXT or the local FBC is required to mark the prepayment in the Workday system, if the payment meets both of criteria A and B, below. It is important to note Worktags associated with Grant funding goods capitalized under the capital asset policy or leases / rentals in excess of 12 months should not be marked as prepaid in Workday.
([https://www.myworkday.com/ucf/d/inst/0092824c0cd91000c1f6c06bea720000/rel-task/2998\\$40834.html](https://www.myworkday.com/ucf/d/inst/0092824c0cd91000c1f6c06bea720000/rel-task/2998$40834.html))
 - A. The prepayment is for a term of service, or for goods expected to be received after a fiscal year end in which the payment occurs.
 - B. The payment is for \$5,000 or more.
- III. Any exceptions to this procedure must be approved in writing in advance of the purchase by the Assistant Vice President for Tax, Payables, and Procurement.

Examples of allowable prepayment terms:

BACKSTAGE EQUIPMENT, INC. 8052 Lankershim Bl. North Hollywood, CA 91605			<h1>Sales Order</h1>				
Tel: (818) 504-6026 Fax: (818) 504-6180			Customer No.: UCF Order No.: 26725				
Bill To: University Of Central Florida 12405 Aquarius Agora Drive Bldg 75, NSC 157 Film Orlando, FL 32816			Ship To: University Of Central Florida 12405 Aquarius Agora Drive Bldg 75, NSC 157 Film Orlando, FL 32816				
Date	Ship Via	F.O.B.	Terms				
05/25/17	Pilot Freight	Origin	-Prepaid-				
Purchase Order Number		Required Date	Sales Person		Our Order Number		
Verbal		06/15/17	Zulema Flores		26725		
Quantity			Item Number	Description	Serial Number	Unit Price	Amount
Req	Shipped	B.O.					
1			G-02	Super Duz-All Cart Dims. L63" x W29" x H68" 324 lbs.		\$1,995.00	\$1,995.00
1			E-15	Stinger Cart (Complete) L16" x W26" x H38" 79 lbs		\$495.00	\$495.00
1			GE-13	C-Stand/Hi-Roller Utility Cart Dims. L36" x W26" x H60" 100 lbs.		\$995.00	\$995.00
1			E-01	Electrician's Cart Dims. L61" x W29" x H64" 255 lbs.		\$1,575.00	\$1,575.00
6			B-03	Milk Crate w/ Ring		\$20.00	\$120.00
4			B-05	School Crate		\$20.00	\$80.00
6			B-04	Milk Crate Liner-Metal Dims. L19" x W13" x H11" 4 lbs.		\$10.50	\$63.00
4			B-06	School Crate Liner L17 3/4" x W11 3/4" x H4 7/8		\$10.00	\$40.00
1			PACK	Packing Charge 5% charge of the net price		\$268.15	\$268.15
John Bowen (407) 823-3803 Jonathan.bowen@uof.edu							
Order subtotal \$5,631.15 Freight charges \$931.48 Order total \$6,562.63							



PRIVATE EVENT AGREEMENT

EVENT: UCF
DATE OF EVENT: August 03, 2017

ROOM	TIME IN	TIME OUT	ROOM FEE
Hamlin	08/03/2017 06:00 pm	08/03/2017 09:00 pm	\$0.00

ESTIMATED ATTENDEES:	35	FOOD AND BEVERAGE MINIMUM:	\$1,500.00
ESTIMATED COST:	\$1,948.95	NONREFUNDABLE DEPOSIT:	\$1,000.00
MEMBER/CLIENT:	UCF Executive Development Center		
PHONE:	(407) 235-3914	EMAIL:	rwagoner@bus.ucf.edu
CLIENT REP:	Becky Wagoner		
PHONE:	(407) 235-3914	EMAIL:	rwagoner@bus.ucf.edu

This Agreement is not binding upon the Club unless it is signed by both parties and any deposit paid by: 02/28/2017

This Private Event Agreement (this "Agreement") is between Citrus Club, Inc. ("Club"), located at 255 South Orange Ave, Orlando, FL, 32801-3481 and UCF Executive Development Center ("Member/Client").

Member/Client has requested that Club reserve a portion of Club's facilities for an event, party, banquet, or function (the "Event"). Member/Client has selected the arrangement summarized above, which will be more specifically described on Exhibit "A" to be attached hereto (the "Banquet Event Order"). Member/Client understands and agrees that the following are express terms and conditions applicable to the Event:

1. **Payment Schedule.** At the time of execution of this Agreement by both parties, Member/Client shall pay to Club a nonrefundable deposit of \$1,000.00 to secure the Event. This nonrefundable deposit will be applied to the total cost of the Event. No later than 06/04/2017 (or, if blank, 60 days prior to the Event), Member/Client will pay an additional deposit equal to 50% of the estimated cost for the Event set forth above (the "Estimated Cost"). The remaining 50%, less the nonrefundable deposit, is due no later than 07/27/2017 (or, if blank, 7 days prior to the Event). In the event of an overpayment, the Club shall issue a refund check to Member/Client for the difference within 20 days after the Event. Any outstanding amounts and any additional charges incurred with respect to the Event will be charged to Member/Client's authorized credit card. If any payment is not made when due, the Club may, at its option, deem the Event canceled, in which case cancellation charges will apply.



CUSTOMER ORDER

ORIGINAL INVOICE

SEND SERVICE INQUIRIES TO

SAN# 200-254x

128011928001 **04-MAY-2023**

INVOICE NO DATE

P.O. BOX 182605
COLUMBUS, OH, 43218-2605
UNITED STATES

SEND RETURNS TO

McGraw Hill LLC
860 TAYLOR STATION ROAD
BLACKLICK OH 43004
UNITED STATES

PHONE: 1-888-307-5984
FAX: 1-800-953-8691

ORDERED BY:

SHIP TO ACCT: **566334**

EDI/SAN:

BILL TO ACCT: **566334**

+ EDI/SAN:

UNIV OF CENTRAL FLORIDA ORLANDO
6850 LAKE NONA BLVD
STE 210
ORLANDO FL 32827-7408

ATTN: DEEDRA WALTON
UNIV OF CENTRAL FLORIDA ORLANDO
6850 LAKE NONA BLVD
STE 210
ORLANDO FL 32827-7408

Contract No:1972224

(Bill To) CUSTOMER CLASS:

US-4 YR UNIVERSITY/COLLEGE

PO NO: JAMA2023 TERMS: DUE UPON RECEIPT FUTURE BILL DATE: SALES ORDER #: 64182760

SHIP VIA: SHIP TERMS: DELIVERY NO:

ISBN	MHID	AUTHOR & TITLE	QUANTITY	PRICE	DISCOUNT	TAXED	NET EXTENDED PRICE
9780071632577	0071632573	MGH/JAMA JAMAEVIDENCE (INSTITUTIONAL) 2009 1 : 01-JUN-23 - 31-MAY-24 User(s) = 999999	1	22,133.00	0% US-FL		22,133.00

ATTENTION: MH does not accept credit card payments via email, fax or mail/package delivery. For customer convenience, credit card orders can be placed via our websites (www.mheducation.com) or (www.mhecoast2coast.com). Should you require additional assistance with ordering or payment, please contact us at the phone number listed above.	SUBTOTAL -->	22,133.00
	SALES TAX -->	0.00
	SHIPPING & HANDLING -->	0.00
	INVOICE TOTAL (USD) -->	22,133.00
	PREPAYMENT -->	0.00

CLAIMS FOR SHORTAGES OR DAMAGE MUST BE MADE UPON RECEIPT OF GOODS. BOOKS WHICH HAVE BEEN MARKED OR STAMPED MAY NOT BE RETURNED.

View Supplier Invoice



Supplier Invoice Invoice Number SI-UCF-00051819 Status Approved Match Status Matched Payment Status Paid Budget Check Status Not Required

Invoice Information

Company The University of Central Florida Board of Trustees
 Supplier McGraw Hill
 Remit-To Connection McGraw Hill - Remit-To: PO Box 825642_Philadelphia, Pa_13_ACH_S0000000054
 Currency USD
 Invoice Date 05/04/2023
 Invoice Received Date 05/10/2023
 Total Invoice Amount 22,133.00
 Amount Due 0.00

Terms and Taxes

Payment Terms Net 30
 Discount Amount Override 0.00
 Discount Date (empty)
 Discount Date Override (empty)
 Due Date 06/03/2023
 Default Payment Type ACH

Invoice Reference Information

Ship-To Address 6850 Lake Nona Blvd Orlando, FL 32827 United States of America
 Settlement Runs SR-10000201
 On Hold No
 Supplier Document Received Yes
 Supplier's Invoice Number 128011928001
 External PO Number (empty)
 Referenced Invoices (empty)
 Supplier Contract (empty)
 Total Contract Amount 0.00
 Memo (empty)
 Approver (empty)
 Requisition Type Goods Purchase

Invoice Lines **Prepaid Details** Matching Summary Attachments Activity Work Queue Information Process History

Details

Has Prepaid Line(s) Yes
 Prepaid Amortization Type Schedule
 Expected Amortization Date (empty)

1 item



Prepaid Spend Amortization Schedule	Schedule Status	Count of Supplier Invoice Lines or Splits
Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	Complete	1

12 items



Prepaid Spend Amortization	Prepaid Amortization Type	Schedule	Accounting Date	Amortization Amount
Supplier Invoice: SI-UCF-00051819 on 06/01/2023 for \$1,844.42	Schedule	Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	06/01/2023	1,844.42
Supplier Invoice: SI-UCF-00051819 on 07/01/2023 for \$1,844.42	Schedule	Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	07/01/2023	1,844.42
Supplier Invoice: SI-UCF-00051819 on 08/01/2023 for \$1,844.42	Schedule	Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	08/01/2023	1,844.42
Supplier Invoice: SI-UCF-00051819 on 09/01/2023 for \$1,844.42	Schedule	Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	09/01/2023	1,844.42
Supplier Invoice: SI-UCF-00051819 on 10/01/2023 for \$1,844.42	Schedule	Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	10/01/2023	1,844.42
Supplier Invoice: SI-UCF-00051819 on 11/01/2023 for \$1,844.41	Schedule	Schedule for Supplier Invoice: SI-UCF-00051819 (Monthly 12 installments)	11/01/2023	1,844.41