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UNIVERSITY OF FLORIDA FOUNDATION, INC.
PO BOX 14425
GAINESVILLE, FL 32604

Clear Form

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PAYMENT AUTHORIZATION (UFF-PA)
(USE WHEN SPENDING UFF MONIES IN
UF PEOPLESOFT FUND 171
OR TRAVEL & EXPENSE MODULE
SUBMIT BY FAX TO UF:
352-846-1020 (instructions below)

Voucher # or ER #: _____ Dept ID: _____

Payee Name: _____ Vendor # or UFID # _____ PeopleSoft Fund: _____

Remittance Address: _____ Program Code: _____

_____

Account # _____ Category/Item # _____ Source of Funds: F _____
UFF 6-Digit Fund #
(Submit one form for each fund used)

UFF Amount: _____

The UFF Fund used for this payment is: (***one of the following three must be completed***)

1. Eminent Scholar Chair held by: _____
(Chair Holder's Name)
2. Professorship held by: _____
(Professor's Name)
3. Other – ***specify fund purpose***: _____

What is the ***UF business purpose*** of this payment? If payment is from a professorship or eminent scholar chair endowment, explain how this will support the professor/scholar and his/her scholarly work.

_____

_____

_____

_____

SIGNATURES REQUIRED FOR APPROVAL:

I certify that none of these expenses have been reimbursed through any other source.

Prepared by (printed): _____ Date: _____
(mm/dd/yyyy)

Signature: _____ College/Department: _____

Email address: _____ Campus phone: _____

Campus address: _____

I certify that the UFF fund is under my authority and that the disbursement complies with all Foundation policies, donor restrictions, and all UF requirements including institutional review of human and animal research.

Fund Administrator's name (printed): _____

Fund Administrator's Signature: _____ Date: _____
(mm/dd/yyyy)

*** Other**
(specify): _____ Date: _____
(mm/dd/yyyy)

*** NOTE: The authorized Dean, Director, VP or his/her designee must *also* sign this form if the payment is to or for the benefit of the Fund Administrator.**

Transmit the voucher or ER fax cover sheet, this signed form, and all backup documentation to UF Disbursement Services at 352-846-1020. If you have questions about this form, please call 392-4244.