

Guidelines for Processing Disbursement Requests

Disbursement Request (UFF-DR)

A UFF-DR is required for all payments to vendors using Development Funds, SOF (Source of Funds), F009XXX. This form contains the request date, vendor name, remittance address, Source of Funds (SOF) number, total amount of payment, reason and business purpose of payment, contact information relating to the person preparing the paperwork, and two approving signatures (Fund Administrator and that person’s supervisor/manager). Note that only one vendor invoice (or credit memo) may be processed on one disbursement request. Reimbursements to individuals, other than UFF or UF employees, are also processed using a disbursement request. We cannot process a disbursement request without adequate backup documentation.

For payments processed through the Foundation, please verify these payments by using the UF Foundation Accounting System (FAS) at https://fasweb.uff.ufl.edu/FAS/login_prompt.asp. For assistance contact the Disbursement Department at DisbursementDepartment@uff.ufl.edu.

Signature Requirements

The below table contains the signature requirements for UFF-DR forms:

Signatory Role	Signature Requirement
Fund administrator (or authorized designee)	All voucher amounts
Department manager or supervisor	\$5K+
Third approval signature*	\$50K+

*Disbursement requests of \$50,000 or more require an additional signature from the Vice President, Senior Associate Vice President or a designee of either.

New Vendor

Please contact UFF Disbursements by email to inquire if a vendor number exists before sending a request to pay a new vendor. This will avoid having the request returned for the required forms. If the vendor does not exist in the system, please review *Guidelines for Setting Up and Updating Vendors* for further information.

Invoices

The original vendor invoice must be electronically attached to the disbursement request form. By submitting a disbursement request, the submitter is confirming that the goods or service from the invoice were received.

Please include one invoice per UFF-DR form.

Picking Up Checks

A UFF-V form is available to request that your check be held for pick up. This may be necessary if a check must be hand-delivered (to a caterer, entertainer, etc.) at an event, or if a check is required to make a purchase in person (such as postage). This form must be signed by the Fund Administrator and his/her supervisor/manager. You will be contacted by someone in the UFF Disbursements office when the check is ready for pick up.

Purchase of Gifts

Identify the recipient by name and relationship to UF (i.e. donor, prospect, etc.) and the business purpose for the expense. Gift certificates, gift cards and cash ***may not be given as gifts***.

Such gifts are considered to be taxable income to the recipient. Gifts to employees must not exceed \$75 and must be a tangible gift as stated above. Please see ***Policy #5.10*** for more information.

Proof of Payment

If the original receipt for an expense cannot be provided, a copy of a credit card statement may be submitted as proof of payment. Any confidential or non-pertinent information should be crossed out with a black marker. Circle the applicable charge on the copy.

Entertainment/Meeting/Event Expense

If you are planning an event/dinner, before any payments are made to the venue you need to email SpecialEventsContract@uff.ufl.edu regarding contract policies. Identify all guests/attendees by name and relationship to UF (i.e. donor, prospect, etc). ***State the business purpose and date of the expense***. Please see ***Policy #5.10*** for all meal limitation amounts.

Receipts

All receipts submitted for reimbursement must be itemized and show what was purchased. Meal receipts submitted ***must*** consist of ***both*** the itemized receipt showing what was purchased and the credit card receipt showing the payment including gratuity. Please attach the receipts as one PDF disbursement request.

Stop Payments and Void Check Requests

Occasionally it may be necessary to void a check or to place a stop payment order with the bank. A **UFF-N** form is required for this request.

In order for us to issue a replacement for a stopped check, a **UFF-N-1 affidavit form** must be submitted along with a new disbursement request.

Cell Phone Stipends/Reimbursements

Once a year in May, we send out reminders to all employees receiving monthly cell phone stipends to renew their stipends for the next year. The form to use is the **Cell phone/other wireless device allowance request**. This form is used for monthly stipends and as well as when a new cell phone is purchased every two years (that does not get reimbursed through travel). Please be aware that this is to pay the business portion that an employee uses of their personal cell phone plan. This is not intended to pay for their entire bill.

Forms

All UF forms may be found on this UF website: <http://fa.ufl.edu/forms/>

All UFF forms may be found on this website: <https://www.uff.ufl.edu/documents/forms/>

Completed disbursement request packets are to be submitted electronically to the UFF Disbursements Office DisbursementDepartment@uff.ufl.edu. The requests are processed for payment on a first-in, first-out basis. All payments are processed in the University's PeopleSoft system and payments are generated by the University.

Packets for reimbursements must be submitted within 60 days after the expenditure was paid to avoid it being treated as taxable income.

Information and reference documents relating to the disbursements policies and procedures can be found on the Foundation's Intranet website at www.uff.ufl.edu

Contact Us

UF Foundation, Disbursements | DisbursementDepartment@uff.ufl.edu

Patrick Sell, Director of Disbursements, 352-846-3444, psell@uff.ufl.edu