

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

Request to Pick Up Check (UFF-V)
SUBMIT TO:
UF FOUNDATION DISBURSEMENTS DEPARTMENT
392-9882

As an exception to the Foundation's policy of mailing all AP checks to the vendor/payee, I request that the following check be held at the Foundation's Disbursement Office for pick up:

Vendor/Payee _____

Check Amount \$ _____

UFF SOF # _____

Reason for requesting an exception to the policy:

Print Fund Administrator's Name

UFF Approval

Date

Fund Administrator's Signature

Date

Manager or VP Signature

Date

Check picked up by:

Printed Name

Signature

Date