

## **Foundation Reimbursement**

### **Checklist**

To expedite processing times please make sure the following items are included:

#### **On the Payment Authorization Request Form (aka Short Invoice ):**

- Payee – Full name and address.
  - If payee is a company, fill in Vender FEID#.
  - An original W-9 must be on file, if not please attach one to the invoice.
  - If payee is an employee/student fill in PID only.
  - SSN # should only be used for non UCF employees/students.
  
- List of attendees – Include names, titles, company, affiliation w/UCF.
  - Spousal meals will not be reimbursed unless a business purpose for their attendance is stated.
  
- Candidate Interviews – Provide position they are applying for. Include itinerary or agenda.
  
- Description – Clearly state who (attendees), what, where and when.
  
- Provide date when items or services were received. Foundation will not pre-pay.
  
- List all expenditures separately.
  
- Justification – Detailed description of the benefit to UCF.
  - General statements such as “to discuss new ideas” or “to enhance or support a program” are not acceptable. Provide a brief description of the exact discussion.
  
- Signature of the Chair of the department.
  - If the Chair is being reimbursed leave signature line blank.

**Attached to the Payment Authorization Request Form:**

- One (1) Payment Authorization Request Form (the original).
  - Please do not provide a second copy. Copies will be made after the Dean has signed the form.
- \_\_\_\_\_  
Original itemized receipt/invoice attached to 8 ½ x 11 sheet of paper.
  - Faxes, copies, statements and quotes are not acceptable.
- One (1) copy of the receipt
- Two (2) copies of the flyer, agenda, or announcement of the event.
  - Memos/emails describing the event after the fact are not acceptable.
- The receipt must clearly show a payment or "0" balance.
  - If it is not clear from the receipt a payment was made (Pizza receipts commonly do not show this) a proof of payment form or credit card statement must be included.
- DO NOT USE STAPLES!!!

**Please send all invoices to COS Dean's Office COS +1997**