

FOUNDATION Reimbursement Checklist

Payment Authorization Request Form:

1. Payee - Full name and address
 - a. 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.
 - b. If payee is an employee/student fill in UCF ID (PID/Employee ID) only.
 - c. If payee is a department (aka a department is requesting to be reimbursed by the Foundation), list "Finance & Accounting."
2. Provide date form is being completed and name of preparer.
3. The "Foundation Project Name" is _____ (i.e. "Parent & Family Fund").
4. The Project ID is SDESXXXXXX.
5. Description
 - a. Who: those in attendance, name and affiliation to UCF; or if large group, the makeup of group; identify if staff, faculty, students, other.
 - b. What: provide name project/program awarded (i.e. Parent & Family Fund grant money).
 - c. Where: location of meeting/event (physical address not needed, general location is fine).
 - d. When: date of meeting/event.
 - e. Why: explanation of why this purchase was made and detailed description of items purchased.
 - f. Department # and Account # to reimburse if applied.
6. Provide date when items or services were received.
7. Benefit to UCF/Business Purpose
 - a. Brief description of the exact event that happened.
 - b. **Detailed** description of the benefit to UCF.
 - c. Please ensure the name of the project/program awarded Parent & Family Fund grant money is included in this section.
8. All original signatures to confirm approval. Copies of signatures are not acceptable.

Attached to the Payment Authorization Request Form:

1. Paperwork related to the original purchase – see below:
 - If requesting the Foundation pay the vendor directly:
 - Original itemized invoice (taped to 8 ½ x 11 sheet of paper if not already this size)
 - Faxes, copies, statements and quotes are not acceptable

- If requesting the Foundation reimburse an individual person:
 - Original itemized receipt (taped to 8 ½ x 11 sheet of paper if not already this size)
 - Faxes, copies, statements and quotes are not acceptable
 - The receipt must clearly show a payment or zero 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.
 - If requesting the Foundation reimburse the department (purchase has already been made using department funds):
 - All documents provided to UCF F&A for original purchase. Copies are acceptable.
2. One copy of the flyer, agenda, or announcement of the project/program.
 3. DataMart Screen Shot showing Expense (7xxxxx), Cash (1xxxxx) and Payable (3xxxxx) if applied.