

From: [Bettyna Lahens](#)
To: [Bettyna Lahens](#)
Subject: New Foundation Reimbursement Deadline
Date: Tuesday, January 30, 2018 5:34:50 PM
Attachments: [image001.png](#)

From: David Pavlonnis
Sent: Thursday, July 20, 2017 5:23 PM
To:
Subject: New Foundation Reimbursement Deadline
Importance: High

To: All SDES Department Directors, Administrative Assistants, and Office Managers
From: Betty Lahens, Division Budget Coordinator
Subject: New Foundation Reimbursement Deadline

Please note, that the UCF Foundation has recently notified SDES that all Payment Authorization Request Forms (PARF) need to be submitted in a timely fashion. Specifically, all PARF's **must** be submitted to SDES within 45 days of the event or conclusion of travel. The Foundation has indicated that PARF's not submitted in a timely fashion will **NOT** be reimbursed.

Note: We are aware some departments may have PARF's that are already past this deadline. The Foundation will grant us amnesty on all PARF's submitted to SDES by 7/28/17. If you are in this situation, please notify Betty immediately.

Thank you for your cooperation,

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“You’ve only got three choices in life: Give up, give in, or give it all you’ve got.”