

[Guide to Required Financial Forms]

Certain transactions in the myUFL financials system also require the use of forms to request actions or for documentation purposes. Use this list as a guide. **All forms are available at <http://fa.ufl.edu/forms/>**

Accounts Payable

▶ Vendor Application

- ▶ Use this form to establish a vendor in the Accounts Payable system. This application is valid for one year from last payment or application date, whichever is later. A W-9 must be attached to process this application

▶ Transaction Authorization Form

- ▶ This form must to be completed when no invoice can be produced or when there is no supporting documentation for E2E, E2R, unencumbered, and encumbered transactions

▶ Alternate Check Delivery

- ▶ Use this form to ensure that a check is either mailed to an alternate delivery address or held for pickup in Elmore Hall. The daily pay cycle is run at approximately 9:00 a.m. Requests to pickup checks will be done each day from 1:00 p.m. until 4:30 p.m.

▶ Bank Wires

- ▶ Use this form to request a wire payment. See <http://www.bridges.ufl.edu/training/docs/BankWires.pdf> for additional instructions

Customer Relations

▶ Cash Expense Refund Form

- ▶ Cash expense refunds include refunds, reimbursements, rebates, and returned funds from a vendor. In the PeopleSoft system, a deposit and an accounting entry are required to accommodate these refunds. See <http://www.bridges.ufl.edu/training/docs/CashExpenseRefund.pdf> for instructions on processing a cash expense refund. Use the Cash Expense Refund form to document the transaction. Any Cash Expense Refund that is not properly documented as required will be deposited to incidental revenue for support of the State University System

▶ Revenue Refund Form

- ▶ Revenue refunds are processed in the same way as an unencumbered voucher. A revenue refund is a return of previously recorded revenue to a governmental agency, a return of fees or charges, etc. See <http://www.bridges.ufl.edu/training/docs/RevenueRefunds.pdf> for instructions on processing revenue refunds

Payroll

▶ Electronic Payment Authorization

- ▶ As always, use this form to establish direct deposit

Travel and Expense

▶ Travel and Expense Authorize Approver Request Form

- ▶ Use this form to set up authorized approvers (or departmental managers) for travel-related transactions

▶ Non-Employee Request Form

- ▶ Use this form to set up an non-university employee (job applicant, guest speaker, student) in the system so that you may create travel transactions on his or her behalf



Created in conjunction with
Training & Development