

# IFAS Shared Service Centers (SSC)

## Invoice Instruction Guide

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To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [INVOICE](#). (Example: **Subject: Invoice for PO#12345**)

### **Step 1: Unit receives Invoice**

- **WHEN ITEM(S) HAS /HAVE BEEN RECEIVED**, follow normal Invoice review and internal approval procedures per your unit and [University Directives and Procedures](#), and [Purchasing Directives and Procedures](#).

### **Step 2: Unit prepares invoice to be sent to the SSC**

#### **For Paper Invoice:**

- Scan receipt and any appropriate documentation, forms, or justifications as **.pdf** files.
- Prepare an email to be sent to the appropriate IFAS SSC ([McCarty](#) or [Fifield](#)); remember to use the subject line as indicated above. Please include the required information as described below.
- Be sure image(s) is/are legible and attach to email.

#### **For Electronic Invoice Received via Email:**

- Forward the email from the vendor which contains the invoice to the appropriate SSC ([McCarty](#) or [Fifield](#)).
- Remember to use the subject line as indicated above and to include the required information as described below.
- Scan any additional forms or justifications as legible .pdf files and attach to the email.

#### **Required In the Body of Email OR Handwritten on the receipt:**

- If encumbered, please provide PO number (if known). Please indicate if this is a partial payment, or if this will complete the purchase/service.
- **If a PO was not requested**, a written justification will be required by UF Purchasing.

#### **Alternate Check Delivery Request:**

- Please indicate in the body of the email if an alternate delivery check is needed.
- Please include a justification for the Alternate Delivery.
- The SSC will complete and fax the necessary form(s) using the information provided.

### **Step 3: SSC receives and processes the Invoice for payment.**

- SSC reviews and analyzes the Invoice request.
- SSC processes the request to voucher in PeopleSoft.
- SSC uploads the Invoice documentation in PeopleSoft.

**Best Practices/Helpful Links**

- Send invoices to the SSC as soon as you receive the complete order and verified it is in working condition.
- Voucher number and payment information can be found on your ledger.
- [UFF-PA](#) purchase authorization form
- [UF Purchasing Helpful Resources](#)

**For assistance with this process or anything else, please contact your Shared Service Center:**

**McCarty**

**Phone:** 352-294-3199

**Email:** [mccarty-ssc@ufl.edu](mailto:mccarty-ssc@ufl.edu)

**Fifield**

**Phone:** 352-273-4583

**Email:** [fifield-ssc@ufl.edu](mailto:fifield-ssc@ufl.edu)