Invoice Form

Scan Invoice(s) and any additional forms/documents. Entertainment/food purchases require a list of attendees attached to this request.

**Indicates required

** Did you receive the product or service on this invoice?　　**Yes**　　　　**No**

** Does this Invoice have a Purchase Order?　　**Yes**　　　　**No**

If No, Please provide the below:

** Project # of fund for payment:

**Justification of purchase & benefit to UF or project:

** Is a single item on this invoice more than $5,000.00?　　**Yes**　　　　**No**

If Yes, Please provide them below and attach any packing slips received with the item:

Received Date:

Location:

Manufacturer:

Model:

Responsible Individual:

Serial Number:

Invoice - Helpful Hints

Is the Vendor in UF system?	**Supplier Portal**
	Required Supplier Forms

The Vendor (also called Suppliers) must be registered with UF as a supplier to create a Purchase Order or make a payment. UF has a new Supplier Portal for vendors to request to be set up in the system, see above link. Following these guidelines will ensure that vendors are added quickly and without additional complications. These directives will also show how to add individuals for payment. The vendor must complete the process and receive an active Supplier ID before we can process anything.

Did you receive the item(s) or service?

We ask this question to ensure all items were received. If you did NOT receive all of the items for any invoice, please let your Fiscal contact know. We will make a note on the invoice and hold payment until all items are received. Please let us know if you are having trouble with the vendor sending the final items so that we can help if needed.

Why do I need a Purchase Order (PO)?	**Procurement Directives and Procedures**

Above is a link to Procurement Directives and Procedures with a complete list and details, see item 8. Monetary Levels and Limits. All payments must follow UF policy. If a PO was not obtained before receiving the service, a Confirmation PO is required. With a Confirmation PO you must explain why a PO was not obtained before the service or receving the product.

Why do you need more info for single items over $5,000?	**Asset Management**

We request this information because UF considers that item to be an Asset. Assets are defined as any tangible, non-consumable property where the cost is $5,000 or more, and the normal expected life is one year or more. We provide that information to Asset Managment and they will tag the machine with an Asset Tag.

Funding Source/Project # & Justification/Business Purpose

A Funding Source and Justification is required for all UF purchases. The business purpose should clearly establish why an expense is occurring **not** restate the purchase.
ACCEPTABLE Business Purpose Examples:
1. Nitrogen used in the preservation of tissue samples.
2. Shipping of protein samples to Scully-Castle Research for testing of river-tam microbial.
3. Dreamweaver software needed for online annual financial report.
4. Lunch for annual department strategic goals retreat.
UNACCEPTABLE Business Purpose Examples:
1. To support research.
2. Shipping charges.
3. Pens, markers, paper.
4. Sandwiches and drinks.