Transaction Authorization Form
University of Florida

This form must be completed when no invoice can be produced.

Check Type of Transaction: ☐ Unencumbered Transaction   Voucher #: _____

☐ Encumbered Transaction

Vendor Name: _____

Address: _____

_____

Total Amount: _____

Invoice #: _____

Invoice Date: _____

Purchase Order Number: (Encumbered) _____

Chartfields:

	UNENCUMBERED **Honorarium**	UNENCUMBERED **W/H Taxes**	UNENCUMBERED **Travel**	UNENCUMBERED **Other**
DeptID:				
Fund:				
Program:				
Account:				
Source:				
Flex:				
ID:				
CRIS:				
Projects:				
PC BU:				
Project ID:				
Activity:				
Line Amount:				

Description and Justification: (Must be completed)

Certification:

I certify that all information is factual and accurate, that this is a proper charge for goods or services.

Submitted by: _____   _____   _____

Name (typed)   Name (signature)   Date

Complete the form and attach to the voucher along with adequate supporting documentation

Terminology:

Unencumbered Voucher – Used only to pay unencumbered **outside vendors**

Encumbered Voucher – Used only to pay charges pre-encumbered

fa-pds-ta 10/2018

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