



University of Central Florida Finance & Accounting Procedures Document

Purpose of Procedure:	Documentation of automatic advance payment authorizations
Who Processes:	Disbursements (Vendors Payable & PCard) staff
How often:	As needed
What is Processed:	Invoices requiring a payment prior to receiving
Where are the results distributed:	PeopleSoft
Date:	09/01/2017
Author:	Joel Levenson, Associate Controller

Summary:

This documents the university's procedures for automatic advanced payments.

Background Information:

Section 215.422(14), Florida Statutes (2017) and Florida Administrative Code Rule 69I-40.120(3), which concerns advance payments made from other state agencies, does not apply to the Florida public universities; however, it is best practice to document the university's position and procedure for advance payment. Advance payments are a common business practice and are required by suppliers for a variety of reasons. Examples of items and services that may require advance payments include:

- Catering or service contracts
- License agreements
- Operating capital for a specialized piece of equipment

The following items/services are examples of items/services that are qualified for automatic prepayment approval:

- 1) A continuous need for the maintenance or service of a research project
- 2) A critical need to the mission of the department
- 3) Customized equipment or furnishings
- 4) Compliance with the payment terms of the vendor
- 5) Represented savings to the university
- 6) Other (justification provided by the requesting department)

Advanced payment invoices will be processed according to the following procedure.

Example 2:

BACKSTAGE EQUIPMENT, INC. 8052 Lankershim Bl. North Hollywood, CA 91605			<h1>Sales Order</h1>		
Tel: (818) 504-6026 Fax: (818) 504-6180			Customer No.: UCF Order No.: 26725		
Bill To: University Of Central Florida 12405 Aquarius Agora Drive Bldg 75, NSC 157 Film Orlando, FL 32816			Ship To: University Of Central Florida 12405 Aquarius Agora Drive Bldg 75, NSC 157 Film Orlando, FL 32816		
Date	Ship Via	F.O.B.	Terms		
05/25/17	Pilot Freight	Origin	-Prepaid-		
Purchase Order Number	Required Date	Sales Person	Our Order Number		
Verbal	06/15/17	Zulema Flores	26725		
Quantity	Item Number	Description	Serial Number	Unit Price	Amount
Req Shipped B.O.					
1	G-02	Super Duz-All Cart Dims. L83" x W29" x H68" 324 lbs.		\$1,995.00	\$1,995.00
1	E-15	Stinger Cart (Complete) L18" x W26" x H38" 79 lbs		\$495.00	\$495.00
1	GE-13	C-Stand/Hi-Roller Utility Cart Dims. L36" x W26" x H60" 100 lbs.		\$995.00	\$995.00
1	E-01	Electrician's Cart Dims. L61" x W29" x H64" 255 lbs.		\$1,575.00	\$1,575.00
6	B-03	Milk Crate w/ Ring		\$20.00	\$120.00
4	B-05	School Crate		\$20.00	\$80.00
6	B-04	Milk Crate Liner-Metal Dims. L19" x W13" x H11" 4 lbs.		\$10.50	\$63.00
4	B-06	School Crate Liner L17 3/4" x W11 3/4" x H4 7/8		\$10.00	\$40.00
1	PACK	Packing Charge 5% charge of the net price		\$268.15	\$268.15
John Bowen (407) 823-3803 Jonathan.bowen@ucf.edu					
Order subtotal					\$5,631.15
Freight charges					\$931.48
Order total					\$6,562.63

Example 3:



CITRUS CLUB
A Member of the ClubCorp Family

PRIVATE EVENT AGREEMENT

EVENT: UCF
DATE OF EVENT: August 03, 2017

ROOM	TIME IN	TIME OUT	ROOM FEE
Hamlin	08/03/2017 06:00 pm	08/03/2017 09:00 pm	\$0.00

ESTIMATED ATTENDEES: 35 FOOD AND BEVERAGE MINIMUM: \$1,500.00
ESTIMATED COST: \$1,948.95 NONREFUNDABLE DEPOSIT: \$1,000.00

MEMBER/CLIENT: UCF Executive Development Center
PHONE: (407) 235-3914 EMAIL: rwagoner@bus.ucf.edu
CLIENT REP: Becky Wagoner
PHONE: (407) 235-3914 EMAIL: rwagoner@bus.ucf.edu

This Agreement is not binding upon the Club unless it is signed by both parties and any deposit paid by: 02/28/2017

This Private Event Agreement (this "Agreement") is between Citrus Club, Inc. ("Club"), located at 255 South Orange Ave, Orlando, FL, 32801-3481 and UCF Executive Development Center ("Member/Client").

Member/Client has requested that Club reserve a portion of Club's facilities for an event, party, banquet, or function (the "Event"). Member/Client has selected the arrangement summarized above, which will be more specifically described on Exhibit "A" to be attached hereto (the "Banquet Event Order"). Member/Client understands and agrees that the following are express terms and conditions applicable to the Event:

1. **Payment Schedule.** At the time of execution of this Agreement by both parties, Member/Client shall pay to Club a nonrefundable deposit of \$1,000.00 to secure the Event. This nonrefundable deposit will be applied to the total cost of the Event. No later than 06/04/2017 (or, if blank, 60 days prior to the Event), Member/Client will pay an additional deposit equal to 50% of the estimated cost for the Event set forth above (the "Estimated Cost"). The remaining 50%, less the nonrefundable deposit, is due no later than 07/27/2017 (or, if blank, 7 days prior to the Event). In the event of an overpayment, the Club shall issue a refund check to Member/Client for the difference within 20 days after the Event. Any outstanding amounts and any additional charges incurred with respect to the Event will be charged to Member/Client's authorized credit card. If any payment is not made when due, the Club may, at its option, deem the Event canceled, in which case cancellation charges will apply.

For research projects requesting an advance payment, F&A will consider the prepayment approved after review and approval by the Office of Research & Commercialization (ORC).

Step Two: The disbursement staff processor is required to log the prepayment, if the payment meets both of the following criteria:

1. The prepayment is for a term of service, or for goods expected to be received after a fiscal year end in which the payment occurs.

2. The payment is for \$5,000 or more.

The log is an excel file titled “Advance Multi-Year Payments” located on the T:Drive and is available for review by General Accounting.