

Beginning November 1, 2019, Procurement Services will no longer be able to dispatch POs to suppliers by fax, as UCF Financials is discontinuing its eFax services. POs will be sent through email only.

Please keep this change in mind when requesting the creation of a new supplier. The supplier will need to have an email address on file for a PO to be dispatched to them; otherwise, the requestor will be responsible for ensuring the supplier receives the PO.

Please contact Procurement Services at 3-2661 or procurement@ucf.edu with any questions.

Best,

UCF Procurement Services

