



UNIVERSITY OF CENTRAL FLORIDA

**Department of Procurement Services**

PO Box 160975  
Orlando, FL 32816-0975

To Whom It May Concern:

In reference to your request for a credit application from the University of Central Florida (UCF), this is to advise that as an agency of the State of Florida, UCF is not permitted to complete a credit application or report for suppliers. Please contact the companies below to obtain banking and credit references for the university.

**Bank of America/Merrill Lynch**

Bank VOD Credit Inquiries  
[www.bankvod.com](http://www.bankvod.com)  
Phone: 1-888-801-0091  
Client Manager: Kathryn Sikes  
[kathryn.sikes@baml.com](mailto:kathryn.sikes@baml.com)

**Staples Business Advantage**

Attn: Lizzy Immel  
6631 Executive Park Court, Bldg. 100, Suite 108  
Jacksonville, FL 32216  
Phone: 904-271-3255  
[lizzy.immel@staples.com](mailto:lizzy.immel@staples.com)

**The Bancorp Bank**

Attn: Stephanie Dever  
409 Silverside Road, Suite 105  
Wilmington, DE 19809  
Phone: 215-861-7734 / Fax: 302-791-5651  
[sdever@thebancorp.com](mailto:sdever@thebancorp.com)

**Signature Systems of Florida**

Attn: Amanda Smith  
150 Wilshire Blvd  
Casselberry, FL 32707  
Phone: 407-644-8990 / Fax: 407-644-9626  
[asmith@signaturesystemsfl.com](mailto:asmith@signaturesystemsfl.com)

**Fisher Scientific**

Dun & Bradstreet – 800-234-3867  
TRW Credit Services – 412-429-3900

As a state agency, UCF is bound by Chapter 215.422 of the Florida Statutes, which requires the university to process an invoice for payment 20 days after receipt of the invoice and receipt, inspection, and approval of the goods or services and to issue payment within 40 days after receipt, inspection, and approval.

UCF is exempt under Certificate Number 85-8012703010C-9 from Florida sales and use tax on real or transient rental property rented, personal property purchased or rented, or services purchased. Tax exempt purchases must be made with university funds and not with an individual's personal funds on behalf of the university.

If you have any additional questions, please contact the UCF Department of Procurement Services at [procurement@ucf.edu](mailto:procurement@ucf.edu) or 407-823-2661.