

**UCF FOUNDATION, INC.  
GOODS AND SERVICES RECEIVED BUT NOT INVOICED  
FISCAL YEAR END: JUNE 30, 2020**

College/Area Name \_\_\_\_\_

DESCRIPTION	DATE RECEIVED	PAYEE	AMOUNT <sup>(2)</sup>	FOUNDATION PROJECT
		<b>TOTAL:</b>		

Please note Zero if you do not have any outstanding invoices, sign & return to Foundation.

Prepared by: \_\_\_\_\_

Phone # \_\_\_\_\_

Approved by: \_\_\_\_\_ <sup>(1)</sup>

Attach copies of all supporting documents (purchase orders, price quotes, shipping documents, purchase contracts, etc.)

Note: <sup>(1)</sup> Same approval as required for short invoices

Please call Margaret Payne, Coordinator, Disbursements (407-882-2868) if you have any questions about this process.