

Alternate Check Delivery University of Florida

Please check the Separate Payment Box located on the Payments Tab of the voucher

Vendor/Payee Name:	
Check Amount :	
Business Unit:	
Voucher Number:	
Expense Report #:	UFID#

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**Check should be handled as follows:**

(A)

**Mail to  
Alternate  
Delivery  
Address:**

OR

(B)

Name:

Phone number:  EXT.

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Justification for alternate check delivery:

I hereby authorize (print name) _____ to pick up the check described above.
Once the check has been received, the department accepts responsibility for it reaching the vendor.

The only individual that will be allowed to pickup the check is the person authorized above and a photo ID will be required.

**Complete and forward to University Disbursement Services, Fax 392-0081
For inquiries, email Payments@admin.ufl.edu**

Alternate Check Delivery Instructions

This form is used to ensure that a check is either:

- A. Mailed to an alternate delivery address, or
- B. Held for pickup in Elmore Hall.

Tips:

- If a pick-up is requested, **do not** use the alternate delivery address box.
- The daily paycycle is run at approximately 9:00 a.m. For check pickup requests, you will be notified when the check is available.
- Supporting documentation should be faxed to Fax Imaging at 846-1020 or attached, using the Attachment procedures located at <http://www.fa.ufl.edu/ga/docs/How-to-add-an-attachment.pdf>
- Attach any documentation that needs to be remitted to the vendor with payment and mark as "Vendor Copy".