Transaction Authorization Form
University of Florida

This form must be completed when no invoice can be produced or when there is no supporting documentation.

Check Type of Transaction:
- ☐ E2E Transaction
- ☐ E2R Transaction
- ☐ Unencumbered Transaction
- ☐ Encumbered Transaction

Voucher #: _____

Vendor Name:	
Address:	
Amount:	
Invoice #:	
Invoice Date:	
Related Voucher (E2E):	
Purchase Order Business Unit: (Encumbered)	
Purchase Order Number: (Encumbered)	

Chartfields:

	E2E Original Chartfields	E2E **Corrected** Chartfields		☐ E2R ☐ Encumbered ☐ Unencumbered Expense Chartfields	☐ E2R ☐ Encumbered ☐ Unencumbered **Revenue** Chartfields
DeptID:			DeptID:		
Fund:			Fund:		
Program:			Program:		
Account:			Account:		
Source:			Source:		
Flex:			Flex:		
ID:			ID:		
CRIS:			CRIS:		
Projects:			Projects:		
PC BU:			PC BU:		
Project ID:			Project ID:		
Activity:			Activity:		

Description and Justification: (Must be completed)

Certification:
I certify that all information is factual and accurate, that this is a proper charge for goods or services.

Submitted by: _____ _____ _____ _____
Name (typed) Name (signature) Phone Date

Complete the form and fax to Fax Imaging at 352-846-1020

Terminology:
E2E Voucher - Prior or existing regular voucher.
E2R Voucher - Used to pay an interdepartmental transfer.
Unencumbered Voucher - Used only to pay unencumbered **outside vendors.**
Encumbered Voucher - Used only to pay charges pre-encumbered.

FA-PDS-TA 06/2009

Reset