Transaction Authorization Form  
University of Florida

This form must be completed when no invoice can be produced.

**Check Type of Transaction:**  
☐ Unencumbered Transaction  
☐ Encumbered Transaction

Vendor Name:  
Address:  

Total Amount:  
Invoice #:  
Invoice Date:  
Purchase Order Number: (Encumbered)

**Chartfields:**

<table>
<thead>
<tr>
<th>UNENCUMBERED</th>
<th>UNENCUMBERED</th>
<th>UNENCUMBERED</th>
<th>UNENCUMBERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>W/H Taxes</td>
<td>Travel</td>
<td>Other</td>
</tr>
</tbody>
</table>

DeptID:  
Fund:  
Program:  
Account:  
Source:  
Flex:  
ID:  
CRIS:  
Projects:  
PC BU:  
Project ID:  
Activity:  
Line Amount:  

**Description and Justification:** *(Must be completed)*

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**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)  Date

Complete the form and attach to the voucher along with adequate supporting documentation

**Terminology:**
Unencumbered Voucher – Used only to pay unencumbered **outside vendors**  
Encumbered Voucher – Used only to pay charges pre-encumbered