Transaction Authorization Form
Construction Accounting, 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 - Construction ONLY
- ☐ 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
DeptID:		
Fund:		
Program:		
Account:		
Source:		
Flex:		
ID:		
CRIS:		
Budget Year		
PC BU:		
Project ID:		
Activity:		
Res Type:		
Res Cat:		
Res Sub:		

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)   Date

Complete the form and forward to Construction Accounting, PO Box 115300, 115 Elmore Hall

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

FA-CA-TA 02/07