


Chapter 13 – Special Payment Handling

Special payment handling instructions are present on the Check Request and the Invoice pages in myUF Payment Solutions (MPS). These replace the Alternate Check Delivery form and are used to inform the central Accounts Payable office of a need for special handling of a payment to a vendor.

Same day payment request – A transaction can be approved in the MPS system and a check requested to be issued on the same business day. The transaction must be entered and approved before 12:00pm with the “Request Same Day Payment by AP” box checked. A file build will run at 1:15pm and build the voucher in PS for payment.

Check Request

	Check Request Number: 10028635
	Invoice Date: 4/22/2014
	Date Needed: <input type="text"/>
	Amount: * 100.00
	Check Description: <input type="text"/>

Vendor Search: <input type="text"/>	Vendor Info: <input type="text"/>
Vendor Number: * 000000214	Issue To: <input type="text"/>
Vendor Address: Celebrations Catering 904 N Main St Gainesville, FL 32601	Address 1: <input type="text"/>
Invoice Number: * 10028635	Address 2: <input type="text"/>
	City: <input type="text"/>
	State: <input type="text"/>
	Zip: <input type="text"/>
	Country: <input type="text"/>

Purpose: <input type="text" value="Special Payment Handling"/>	Special Instructions:
Must be routed to Fund Administrator for approval	<input checked="" type="checkbox"/> Request Same Day Payment by AP
	<input type="checkbox"/> Send Check with Attached Form
	<input type="checkbox"/> Call for Pickup: <input type="text"/>
	<input type="checkbox"/> Mail to Alternate Address: <input type="text"/>
	<input type="text"/> Justification:

Special handling request – used when a payment needs handling other than simply mailing the check to the vendor. There are 3 selections:


Send check with attached form – this allows a user to attach needed documentation that must go along with the payment to the vendor. Use the “Upload Trailing Document feature” of MPS to attach the documents needed.

Call for pickup – allows a departmental user to come pickup a check. The text box will need to be completed with contact information.

Mail to alternate address – allows for mailing of check to address other than what is stated on the check.

A justification is required for any of the selections for same day processing or special handling.

Check Request

		Check Request Number: 10028635
		Invoice Date: 4/22/2014
		Date Needed: <input type="text"/>
		Amount: * 100.00
		Check Description: <input type="text"/>
Vendor Search: <input type="text"/>	Vendor Info: <input type="text"/>	Issue To: <input type="text"/>
Vendor Number: * 0000000214		Address 1: <input type="text"/>
Vendor Address: Celebrations Catering 904 N Main St Gainesville, FL 32601		Address 2: <input type="text"/>
Invoice Number: * 10028635		City: <input type="text"/>
		State: <input type="text"/>
		Zip: <input type="text"/>
		Country: <input type="text"/>
Purpose: <input type="text" value="Special Payment Handling"/>	Special Instructions:	Request Same Day Payment by AP: <input type="checkbox"/>
Must be routed to Fund Administrator for approval	Send Check with Attached Form: <input type="checkbox"/>	Call for Pickup: <input type="checkbox"/> <input type="text"/>
	Mail to Alternate Address: <input type="checkbox"/> <input type="text"/>	Justification: <input type="text"/>

Once approved at the department level, these transactions will route to the central accounts payable office for handling.