Instructions for Paying University Bursar (UB) Non-Tuition Charges with UF Funds

University of Florida departments will not be able to issue a check to University Bursar to satisfy charges in the student account subsidiary system. Listed below are detailed instructions of the process to facilitate paying University Bursar charge(s).

Please note this process pertains to paying non-tuition debts (such as printer/plotter or library charges) of employees or students. This does not apply to paying a student's tuition, which should continue to be handled by submitting Scholarship Notification Document (SND) or Loan Notification Document (LND) to Student Financial Affairs (the Financial Aid Office).

Follow steps 1 – 5 to complete the attached request form:

1. Provide name of requesting department, requestor's name, email address and phone number. Requestor must have UF_AP_VCHR_PROCESSOR security role.
2. Indicate the cost center (chartfield) you want us to charge. The cost center must include the Department ID, Fund, Program Code, and Account and the following fields (if required): Department Flex, Source of Funds, Project, and CRIS.
3. Indicate the total amount to charge to your cost center.
4. Provide the Name(s) and UFID(s), description of the charge(s) to be paid and the amount you are paying on their behalf
5. Total amount(s) from step 4 must equal the total amount in step 3.

The requestor must sign the form. If the charges to be paid are for debts incurred on the requestor's UFID, then the Dean, Director or Department Head must also sign.

- UB will create a journal entry using the cost center information listed on the form. Please note that the credit side of the journal entry will be cash account 112700.
- It is important for UB to create and post the journals because the timing of posting the payment (offsetting entry) to our student financial system is very crucial to ensure proper application of these transactions.
- UB will notify you by email with the Journal ID for the transaction you requested.
- UB may contact the requestor of the department if other assistance is needed.

REQUEST TO PAY UNIVERSITY BURSAR NON-TUITION CHARGES
**Return this completed form to University Bursar, PO Box 114050, Gainesville, FL 32611
or you may fax it to (352) 392-3448.**

PART A: TO BE COMPLETED BY THE DEPARTMENT

Section 1 - Departmental Information {Requesting person must have UF_AP_VCHR_PROCESSOR role}: Name of Requesting
Department:_____

Requestor's Name: _____   Requestor's Phone: _____

Requestor's Email: _____

Section 2 - Charge Cost Center:

Department ID: _____   Fund:_____Program Code:_____

Account: _____   Department Flex (if required):_____

Source of Funds (if required): _____   Project (if required):_____

CRIS (if required): _____

Section 3 -Total Amount to charge to cost center: $_____

Section 4 – List non-tuition charges to be paid:

NAME	UFID	DESCRIPTION OF CHARGE	AMOUNT

Section 5 – Total Amount of all charges to be paid listed in Section 4: $_____

I certify that the above charges are allowed to be paid from the Charge Cost Center listed in Section 2.

_____   _____
Requestor's Signature   Date

If charges to be paid are for the debts incurred by the Requestor, signature is required from the Dean, Director or Department Chair.

_____   _____
Dean/Director/Dept Chair – Printed Name   Dean/Director/Dept Chair – Signature

PART B: TO BE COMPLETED BY UNIVERSITY BURSAR

Date Received:_____   Date Processed:_____

Journal ID:_____

Processor's Initials: _____

Date email Notification Sent to Dept: _____