

Alternate Check Delivery University of Florida

Please check the Separate Payment Box located on the Payments Tab of the voucher

Supplier/Payee Name:	
Business Unit:	
Voucher Number:	
Expense Report #:	UFID#

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Check should be handled as follows:

A

Mail to  
Alternate  
Delivery  
Address:

**OR**

B

Name:

Phone number:  EXT.

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Justification for alternate check delivery:

I hereby authorize (print name) _____ to pick up the check described above. Once the check has been received, the department accepts responsibility for it reaching the vendor.

The only individual that will be allowed to pickup the check is the person authorized above and a photo ID will be required.

**Complete and email to University Disbursement Services at
Payments@admin.ufl.edu**

Alternate Check Delivery Instructions

This form is used to ensure that a check is either:

- A. Mailed to an alternate delivery address, or
- B. Held for pickup in Elmore Hall.

Tips:

- If a pick-up is requested, **do not** use the alternate delivery address box.
- The paycycle is run at approximately 9:00 a.m. For check pickup requests, you will be notified when the check is available.
- Supporting documentation should be attached, using the Attachment procedures located at <https://www.fa.ufl.edu/directives/uploading-supporting-documentation/> Upload Supporting Documentation to a myUFL Voucher
- Attach any documentation that needs to be remitted to the Supplier with payment and mark as **“Supplier Copy”**.