



Voucher Upload Approval Form

File Name: _____

Date of the Upload: _____

Submitted by: _____

Department: _____

Number of Vouchers: _____

Total Amount: _____

Payment Handling: _____

Voucher Upload Approval:

By approving this transaction, you are acknowledging that all information in this request for payments file are valid, accurate and in accordance with applicable laws, regulations and University requirements.

Department1 Approval and Date:

Department2 Approval and Date:

Please remit the Voucher Upload Approval Form along with the Voucher Upload spreadsheet to University Disbursement Services for processing by email to myufmarketplace@ufl.edu.