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#: 

Check should be handled as follows:

Mail to Alternate Delivery Address: 

OR

Name: 
Phone number: EXT.

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.

Please choose a Payment Handling Code selection in Marketplace and attach this document to the voucher request with the title "Alternate Check Delivery Form. If the payment is made outside of MyUF Marketplace, click on the following link: https://uf.tfaforms.net/f/Finance-Hub and select the payments option to submit the form.

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”.

FA-PDS-ACD 02/20