

WEC INVOICE PAYMENT REQUEST FORM (MPS)

Use this form to submit invoices that needs to be paid.

SECTION 1 UF INVOICING GUIDE & CHECKLIST

In order to streamline the processing of invoices and facilitate timely and accurate payment, the following invoicing instructions must be followed. Failure to follow these instructions may result in delay or non-payment of invoices.

Invoice Requirement Check list: [Does your invoice provide the below information?](#)

- | | |
|--------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Vendor Name – Clearly Written | <input type="checkbox"/> Invoice Number |
| <input type="checkbox"/> Invoice Date – Month/Day/Year | <input type="checkbox"/> Payment Terms – Net 30 or 10 |
| <input type="checkbox"/> Ship to Address | <input type="checkbox"/> Description of items |
| <input type="checkbox"/> Quantity | <input type="checkbox"/> Unit Items Cost |
| <input type="checkbox"/> All Discounts/Allowances – listed separate line | <input type="checkbox"/> Invoice Amount |
| <input type="checkbox"/> Remit to Address | <input type="checkbox"/> Purchase Order Number (PO) |
| <input type="checkbox"/> Department ID 60470000 | |

Please send one invoice per email as a PDF to UFL@invoices.corcentric.com and cc WECFiscal@ifas.ufl.edu to include all the information on this form

SECTION 2 INVOICE INFORMATION

Invoice Date: _____ Requestor Name: _____ PI Approval: _____

Vendor Name: _____ Amount to be Paid _____

SECTION 3 CHARTFIELD TO CHARGE THIS INVOICE

Dept ID	Fund	Program	CRRNT/CYFWD	Project # or Name	Flex Code	CRIS	Funding Notes

How will the items that were purchased on this invoice be used? [Please explain in detail below:](#)

Benefit to UF/Project – How does this purchase benefit the chartfield you are charging? [Please explain in detail below:](#)

Notes: *Please provide any additional information, if needed:*

Helpful links

<https://procurement.ufl.edu/vendors/vendor-application/>

<https://business.it.ufl.edu/procurement/purchase-order/vendor-invoicing-/>