List of Documents

- License Package Sheet
- Professional Services Invoice
- Design Build Services Invoice
- UCF Certificate of Partial Payment
- UCF Certified Small, Minority, & Women Owned Business Participation
- Pay App Shell - Schedule of Values
- Buy-Out Savings & SOV Line Transfers
- Contract Change Order
- Change Order Justification Form
- Direct Owner Purchase Order Request Form
- W-9
- Direct Owner Purchase Order Information Sheet
- Direct Owner Purchase Order Invoice Summary Sheet
- Direct Owner Purchase Order Log
At beginning of the construction, the contractor will submit spreadsheet with subcontractor’s information.

- Attach a copy of each professional license.
- Provide a copy of each subcontractors’ contract showing contract amount.

Click Here for Forms
Payment Documents
**Professional Services Invoice**

- Professional Services invoice template.
- To be billed as per contract.
- Must start with invoice #1 and bill consecutively.
- Schematic Design, Design Development, and Construction Documents – Deliverables to PM and paid at 100%.
- Construction Administration – Require copy of the contractor’s approved Certificate of Partial Payment to bill based on percentage of work completion. The percentage is calculated by dividing “Completed To Date” into “Adjusted Contract Sum” to get the percentage work complete.
- Any other line items require supporting documentation.

Click Here for Forms

---

### Professional Services Invoice

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<tr>
<th>Description</th>
<th>Fee</th>
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<th>Amount Due</th>
<th>Less Physically Billed</th>
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**Certified True and Correct By:**

John Doe  
Typed Name of Principal  
Agreement of Principal  
Date  
Date Stamp, for UCF FP&C Use Only

**University Approval**

- Invoice Certification by UCP Project Manager  
  Services have been rendered as billed  
  Amounts invoiced are consistent with Contract  
- Invoice Approval  
  $0 to $50,000  
  Associate Director Facilities Planning and Construction  
  $50,000 +  
  Director Facilities Planning and Construction

---

P.O. Box 163640 * Orlando, Florida 32816-3640 * Telephone (407)823-4983 * Fax (407)823-4704
Design Build Services Invoice

- Design Build Services invoice template
- To be billed as per contract
- Must start with invoice #1 and bill consecutively

Schematic Design, Design Development, and Construction Documents – Deliverables to PM and paid at 100%.

Construction Administration – Require copy of the contractor’s approved Certificate of Partial Payment to bill based on percentage of work completion. The percentage is calculated by dividing “Completed To Date” into “Adjusted Contract Sum” to get the percentage work complete.

Any other line items require supporting documentation.

Click Here for Forms

P.O. Box 163640 * Orlando, Florida 32816-3640 * Telephone (407)823-4983 * Fax (407)823-4704
Certificate of Partial Payment

Schedule of Values

MBE Report

Supporting Documents

Monthly Submission to include 2 Complete Pay Applications
To be completed by Contractor

Top page of pay application packet

2 ORIGINALS must be attached to pay application each month

Each original must be signed by Contractor and notarized.

Each original must be signed by Architect.

Pay application packet(s) forwarded to UCF Project Manager.

Click Here for Forms
To be completed by contractor

Must be submitted with the monthly pay application even if a minority is not used

Click Here for Forms
- Per approved GMP values, initial completed schedule must be sent via email to the Business Office

- 2 Hardcopies must be submitted each billing cycle

*This form is not to be altered*

Click Here for Forms

### Pay App Shell - Schedule of Values

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<th>Description of Work</th>
<th>Original GMP Value</th>
<th>Let in Date</th>
<th>Projected Completion</th>
<th>Change Orders</th>
<th>Revised GMP Value</th>
<th>Previous Application</th>
<th>The Period</th>
<th>Material On-Hand</th>
<th>Total Completed and Stored to Date</th>
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**Total BOC** $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00

6/29/2015

Facilities & Safety Business Office
Facilities Planning - Pay App

Prepared by

P.O. Box 163640 * Orlando, Florida 32816-3640 * Telephone (407)823-4983 * Fax (407)823-4704
The **Buy-Out Savings** and **SOV Line Transfers** must be pre-approved by the Project Manager, FPC Associate Director, and FPC Director.

Submit the approved forms with pay application.

Click Here for Forms
Change Order Documents
Contract Change Order

- To be completed by Contractor
- Three (3) copies original signature by Contractor and Architect for Design Build.
- If the project is not Design Build, four (4) copies original signature by Contractor and Architect.
- Submitted to UCF Project Manager
- Additional signature spaces allotted for UCF use.

*This form is not to be altered*

Click Here for Forms
Change Order Justification Form

- To be attached with change order request
- Must be original signature by Architect
- Back-up documentation must be included with this form

Click Here for Forms
Direct Owner Purchase Order Documents
Contractor will prepare a deductive change order for all RPOs and submit the paperwork to the project manager. (Note: The Facilities & Safety (F&S) Business Office will not be able to process the request packet without the matching deductive change order.)

Upon review and approval of the DOPO package, the project manager is to forward the package to the F&S Business Office for accuracy. The Business Office will submit the paperwork to Purchasing to issue a purchase order.

A copy of the purchase order issued by UCF will be forwarded to the project manager, who will in return forward a copy to the contractor. The contractor will send a copy to their subcontractor and vendor.

Contractor is responsible for reviewing invoice for accuracy.

Once invoice has been verified, contractor will sign the face of the invoice indicating approval for payment and forward to UCF Business Office for processing.

Actual check will be mailed from the UCF Finance & Accounting department to the vendor.

*UCF cannot be held responsible for construction delays due to non-compliance with these procedures.*
Completed DOPO Packet

- Vendor must complete the most recent W-9 for each direct owner purchase order
- Complete packet to be submitted to the contractor for further processing
- The contractor will prepare a deductive change order to include the DOPO Packet.
The **subcontractor** to complete form when direct owner purchase is requested

- Original signature required, including contractor’s

- Contractor is responsible for entering RPO number located in the upper left-hand corner of form (number will be used as a tracking device and listed on purchase order)

---

Click Here for Forms
Form to be completed by vendor and submitted with the DOPO packet

Click Here for Forms
To be filled out by contractors.

* Note: UCF no longer accepts the older W-9 forms. All contractors are required to submit the current IRS revised form.

Click Here for Forms
This form can be used to track request for purchase orders (RPO) prior to PO being issued by UCF.

Click Here for Forms
Subcontractor to complete and sign then submit to contractor with detailed invoices from vendor.

Contractor to approve and sign then submit to UCF Project Manager.

UCF Project Manager review, sign and give to Business Office for processing.

Click Here for Forms
General Requirements
Requirements

- Invoices and pay applications shall be received by UCF Business Office once a month.

- Items not allowed to be transferred by contingency are:
  - General Liability Insurance
  - Builders Risk
  - Payroll
  - Fee

- When in doubt, always send detailed documentation.

- The following are some items not reimbursable (common examples, not limited to):
  - Coffee
  - Paper plates
  - Silverware
  - Styrofoam cups
  - Plastic cups
  - Directory Assistance Calls, Data downloaded, Text messages
  - Late fees
  - Equipment damage
  - Finance charges
  - Travel expenses
  - Refrigerators
  - Flowers
  - Microwaves
  - T-Shirts
  - Pictures
  - Chargebacks
  - Rental protection charges
  - Insurance (any type other than required by contract)

If you have any questions please contact the UCF Facilities & Safety Business Office

P.O. Box 163640 * Orlando, Florida 32816-3640 * Telephone (407)823-4983 * Fax (407)823-4704