University of West Florida
Facilities Services

FACILITIES SERVICES PROJECTS

INSTRUCTIONS FOR INVOICING

To ensure timely processing of your pay request, we ask that you comply with the following invoicing requirements.

1) All invoices should be mailed directly to:

The University of West Florida
Financial Office
11000 University Pkwy., Bldg. 20-E
Pensacola FL 32514

2) Facilities Services has different invoicing requirements based on the nature of the purchase. The three categories are: materials supplier only; contractor (labor and materials); and consultant (i.e., architects, engineers.)

3) Requirements for purchases of materials only:

The invoice should include the University's purchase order number and project number and be in sufficient detail to document the actual materials delivered and invoiced.

4) Requirements for purchases of labor, or labor and materials:

Contractor must provide three documents (copies attached): Application for Payment, Schedule of Values, and Lien Waiver. The Partial Waiver of Lien is used when partial payments are being made; the Final Waiver of Lien is used for single payments and for the final payment under the partial payment method.

If a consultant is involved in the project, the contractor must route the application for payment with supporting documents through the consultant for review and approval; the consultant will forward to the Business Manager for processing. If the standard company invoice is in sufficient detail to document the status of the project and the services/materials provided, the contractor may use it in place of the Schedule of Values.

5) Requirements for purchases of consultant services:

The consultant should use the attached format for invoicing the University for consultant services. The standard company invoice may be used if it includes the required information.

Please contact Patricia Pursell, Business Manager, Facilities Services, at (850) 474-3059, if you have any questions regarding these invoicing requirements or if you'd like an electronic copy of the attached forms. These forms may also be accessed via the web at: www.uwf.edu/aeservices under "Forms".

Attachments