
Project Number and Name

Direct Owner Purchase Program Instructions

The following steps identify actions that the contractor, subcontractor, vendor, or UCF must follow. Use these instructions as a checklist.

1. The subcontractor and vendor must complete their sections of the **Direct Owner Purchase Packet**, and submit the **Packet** to the contractor for further processing. UCF will not be held responsible for construction delays due to incomplete submission of this packet.

Direct Owner Purchase Packet: The subcontractor and vendor must complete (in entirety), their sections of the following four documents.

- **Direct Owner Purchase Request Form**
 - The subcontractor must complete this form, and sign it with an original signature.
 - The contractor must assign an RPO# number to this request, notate it on the top, left, RPO# section of the form; and sign it with an original signature.
 - **Direct Owner Purchase Order Information Sheet**
 - The subcontractor must submit this information sheet to the vendor.
 - The vendor, who will be paid for this purchase, must complete this information sheet, and return it to the subcontractor.
 - **W-9 Form (IRS)**
 - The vendor will complete all four pages of this form and return it to the subcontractor. The vendor must use the latest version as noted on the Purchasing Department website. <http://www.purchasing.ucf.edu/>
 - **Vendor Proposal**
 - The vendor will prepare a proposal quoting the costs (with taxes) for the items to be purchased, and submit it to the subcontractor.
2. The subcontractor must submit the complete **Direct Owner Purchase Packet** (all four documents) to the contractor for further processing.
 3. The contractor will submit the **Direct Owner Purchase Packet** (all four documents) to the UCF Project Manager.

4. Concurrently, the contractor will prepare a deductive change order for the **Packet**, and submit it (along with the **Direct Owner Purchase Packet**) to the Project Manager.
 5. The Project Manager will review and approve the items, and submit the **Packet** to the Facilities & Safety Business Office (FSBO).
 6. The FSBO will initiate an e-Procurement requisition and attach a copy of the Direct Owner Purchase Packet (4 documents), and the Certificate of Entitlement.
 7. Upon approval, the Purchasing Department will issue a purchase order and Certificate of Entitlement to the contractor.
 8. The contractor will forward a copy of the purchase order and Certificate of Entitlement the subcontractor or vendor.
 9. The contractor will be responsible for maintaining an **Owner Purchase Order Log**.
10. **Invoices:**
- The vendor will submit the invoice(s) to the subcontractor.
 - The subcontractor will complete an **Invoice Summary Form** for **EACH** purchase order, and submit it, along with the invoice(S) to the contractor.
 - The contractor will verify that the invoice is correct, by signing the face of the invoice. The contractor will notate the PO number on the invoice. The contractor will submit the **Invoice Summary Form** and corresponding invoice(s) to the FSBO.
 - FSBO will log and stamp the invoices as they are received; obtain appropriate UCF signatures, and forward the invoice to Finance & Accounting for processing.
11. Finance & Accounting (F&A) will mail the check to the vendor, unless other payment arrangements have been made in advance (i.e. direct deposit, pick up at F&A).

Completed By

Date