



Request to Record Non-Cash Items

The following item(s) were provided to the employee named below and need to be included with the employee's taxable wages.

Submittal Instructions: email to payroll@ucf.edu or send via secure fax to (407) 882-9026.

Name: _____ **Employee ID:** _____

Supervisory Organization: _____

Funding Department to be charged: _____

Item: _____ **Item Value:** _____

Item: _____ **Item Value:** _____

Item: _____ **Item Value:** _____

Item: _____ **Item Value:** _____

Item: _____ **Item Value:** _____

Prepared By: _____ **Telephone #:** _____
(Please Print Your Name)

Approved By: _____
(Please Print Your Name)

Approved By: _____
(Signature)

*President, Vice President, Vice Provost, Dean