



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.

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

Name: _____ **Empl ID:** _____

Home Department Name: _____

Funding Department to be charged: _____

Item:	Item Value:

Prepared By: _____
(Please Print Your Name)

Telephone #: _____

Approved By: _____
(Please Print Your Name)

Approved By: _____
(Signature)

***President, Vice President, Vice Provost, Dean**

<p>For HR Payroll Services Use Only:</p> <p>Signature & Date: _____</p> <p>Pay Period End Date: _____</p>
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