Purchasing

Purchase item(s) under $5,000
Form: link to form
Submit to: mmaepurchase@ucf.edu

Purchase item(s) over $5,000
Form: link to form
Submit to: mmaepurchase@ucf.edu

QUOTE REQUIREMENTS:
$10,000 and below  One quote from vendor required
$10,000.01 - $35,000  Two price quotes required
$35,000.01 - $75,000  Three formal quotes required
$75,000.01 and over  Formal Invitation to Bid is required. Please contact Jen

If there are no competitors, please contact Jen

Purchase item for asset build (any dollar amount)
Form: link to form
Submit to: mmaepurchase@ucf.edu

If amount is over $5,000 please obtain the number of quotes required above.
TUITION/FEE PAYMENTS

Form: [link to form](#)
Submit to: jennifer.fackler@ucf.edu

Use this form for tuition/fees not paid through GTA or GRA contracts. Please be sure the student ID # is correct.
GRANTS

Requesting No Cost Extension
Form: link to form
Submit to Huron:

1. Go to Paris
2. Click on the title of the grant.
3. Next to the Award ID, click the link open in huron. That should take you to the correct page. Be sure that the orange box shows Active.
4. Under the “Active” button, click on the Modification Request button.
5. Upload your form.

Requesting Budget Transfer
Form: link to form
Submit to Huron:

1. Go to Paris
2. Click on the title of the grant.
3. Next to the Award ID, click the link open in huron. That should take you to the correct page. Be sure that the orange box shows Active.
4. Under the “Active” button, click on the Modification Request button.
5. Upload your form.
To Add Deliverables/Reports

1. Go to Paris
2. Click on the **title** of the grant
3. Next to the Award ID, click the link **open in huron**. That should take you to the correct page. Be sure that the orange box shows **Active**.
4. Scroll down to **Manage Deliverables**
5. Click on the deliverable/report you are uploading
6. Click on Complete under StatusUpload document

To Add Effort for No Cost Extension

1. Go to Paris
2. Click on the **title** of the grant
3. Next to the Award ID, click the link **open in huron**. That should take you to the correct page. Be sure that the orange box shows **Active**.
4. Scroll down to Modifications (not Modification Request)
5. Click on Request
6. Click on Edit Award **Modification** (under Orange button)
7. Click Personnel Effort on the left
8. Use search to find name – do not type in name.
9. Complete the role, start date, end date, Effort % and Salary Req %

Huron Reference Guide