

REQUEST FOR APPROVAL OF PERQUISITES OR SALE OF GOODS AND SERVICES

AGENCY NAME: UNIVERSITY OF SOUTH FLORIDA Purchasing Services – SVC 1073 George Cotter, Director

REQUEST: (Che	ck one)							
NEW Request			R	Revise Existing Request:				
Delete Existing Request:			R	# Report Only of Other Clothing Furnished				
a. County Code: b. Initiator Name c. Dept. Name, Address & Mail Point:								
d. Authorized Depar		_	(Signatura Daqui)	ad)	(Drintad Nama)		(Phone Number (Ext.))	
			(Signature Required) (Printed Name) (Phone Number (E:					
EMPLOYEE CLA	SSIFICA'	TION IN	FORMATION					
a. Pay Plan		b.	Class Code	c. Class	c. Class Title		d. FTE in class	
_								
JUSTIFICATION	:							
ITEM DESCRIPT Perquisite Category Narrative Description	Code:							
PER UNIT COST	INFORM	1ATION	 :					
a. Class Code	b. Annu to St	al Cost	c. Annual Main Allowance Cos	• •		al Charge iployee	f. Monthly Cost to State	
TOTAL ANNUAL	COST FOF	R ALL PO	SITIONS: \$		_			
ACTION TAKEN:	AI	PROVE	D DISAPRO	VED				
George Cotter, Director Approving Authority				Signature	<u> </u>		Date	
	-							

Revised 8/14/2022

Department of Management Services Division of Human Resource Management

APPROVED PERQUISITE CATEGORIES

Description Code	Description
A10	Paid Parking
D10	Formal Clothing Allowance
D40	Clothing - Identification
D55	Uniform/Clothing/Footwear Maintenance Allowance
D72	Clothing - Protective Outer Wear
E20	Equipment - Diving Gear
E40	Equipment - Safety Equipment
H10	Housing - Utilities Provided
H12	Housing - No Utilities Provided
H20	Mobile Home Space - Utilities Provided
H22	Mobile Home Space - No Utilities Provided
I10	Monetary Allowance - Other
I20	Monetary Reimbursement - Personal Property Replacement
L10	Licenses
L20	H-1B Nonimmigrant Worker Employer Filing Fee
M10	Meals
P10	Physicals/Immunizations
U10	Uniform - With Footwear, No Allowance or Laundry Service
U11	Uniform - With Footwear, With Allowance or Laundry Service
U30	Uniform - No Allowance or Laundry Service
U32	Uniform - With Allowance or Laundry Service

Revised: 3/1/14

USF Job Titles and Pay Bands

https://www.usf.edu/hr/employment-resources/class-comp/job-titles-pay-bands.aspx



County Codes

When using the File Upload Format for New Appointment Submittals, you are required to include the applicable county codes for the business county and/or the appointment county. Below is a listing of the county codes and the associated Florida counties.

Code	County
13	Dade
16	Duval
29	Hillsborough
52	Pinellas
53	Polk
50	Palm Beach
48	Orange
64	Volusia
17	Escambia
06	Broward
01	Alachua
35	Lake
37	Leon
42	Marion
41	Manatee
56	Sarasota
57	Seminole
36	Lee
05	Brevard
58	St. Johns
20	Gadsden
54	Putnam
03	Bay
59	St. Lucie
32	Jackson
49	Osceola
28	Highlands
51	Pasco
12	Columbia
25	Hardee
61	Suwanee
31	Indian River
55	Santa Rosa
14	De Soto

Code	Country
	County
40	Madison
66	Walton
62	Taylor
44	Monroe
38	Levy
27	Hernando
45	Nassau
43	Martin
46	Okaloosa
60	Sumter
04	Bradford
33	Jefferson
09	Citrus
10	Clay
26	Hendry
67	Washington
30	Holmes
02	Baker
08	Charlotte
15	Dixie
21	Gilchrist
24	Hamilton
47	Okeechobee
07	Calhoun
19	Franklin
22	Glades
18	Flagler
34	Lafayette
63	Union
11	Collier
65	Wakulla
23	Gulf
39	Liberty
111	All Counties
or	
ALL	