Payment Request Form Guidelines

I. Payment Request Form requirements:

The purchases of commodities and contractual services are required to be processed through the USF System FAST requisitioning system. All USF System purchases must comply with the USF System regulations and policies. Payment Request Forms (PRFs) are the EXCEPTION to using a purchase order or PCard for the purchase of commodities and two party agreements.

- A PRF can have only one vendor’s invoice. PRFs with multiple invoices will be returned to the requester.
- A PRF for reimbursement can have multiple receipts.
- PRFs that are allowable after-the-fact purchases must have a justification and the appropriate authorized signature and shall be reviewed by purchasing agents for approval.
- PRFs submitted beyond 60 days of the date of the transaction will require approval by the accountable Vice President.

PRFs should be sent electronically to: APINVOICES@USF.EDU.

PRFs that are not in compliance will not be processed and the user will have to seek other non-university funding sources. Examples of non-university funding are funds from a Direct Support Organization (DSO) (i.e. USF Foundation, USF Research Foundation; University Medical Services Association.)

A. The following are allowable payments on PRFs:

1. Petty Cash reimbursement;
2. Settlements (with approval and signature of the area vice president);
3. Memberships (that cannot be paid through the PCard);
4. Subscriptions (that cannot be paid through the PCard);
5. Postage;
6. Freight;
7. H1-B Visas payable to the NSA;
8. Auto and boat licenses and tags.
9. Stipends or Honorariums. (Honorariums are payments given to a professional individual for services which fees are not legally or traditionally required.)
10. Reimbursement of employee or student purchases:
   a. Employees and students should limit purchases using their personal funds which then require reimbursements;
   b. Employees and students should use USF System purchase orders and/or PCard for purchases;
   c. Reimbursements will be reviewed for appropriateness and may not be approved for payment.

11. Study subjects and participants (must adhere to CCHP12 and 17) and related patient care costs;
12. Itemized Travel paid to a vendor;
13. Registrations (that cannot be paid through the PCard);
14. Fees and Payments (through the Controller’s Office);
15. Insurance premiums for insurance coverage through the State of Florida or the State’s exclusive broker/carrier (through Environmental Health & Safety);
16. Reimbursement/payments to the bookstore and food service contractors for purchases made by students with financial aid;
17. Game officials for intercollegiate events and payments for game guarantees;
18. Interlibrary loan payments
19. Reimbursements to DSO’s
20. Extenuating circumstances (requires approval of the Director or Associate Director of Purchasing Services).

If Concession funds are used for any of the above purchases, a justification must be provided with the PRF to verify compliance with USF System Concession Fund Policy 0-500. Forms will be returned if justification is not provided.

B. The following are NOT allowable payments on a PRF:

   1. Equipment, lab equipment, office equipment, furniture etc....
   2. Computer Supplies, office supplies, lab supplies etc.....
   3. Clothing;
   4. Contractual Services (except with approval from the Director or Associate Director of Purchasing Services.);
   5. Any other commodities or contractual services that are required to be processed on a FAST requisition/PO or USF System PCard.

Purchases for less than $1,000 should be purchased using the USF System PCard. Departments should use PCard for payment of memberships, subscriptions, postage, freight, computer supplies, office supplies, lab supplies, etc.
supplies including those that are biological, chemicals and gases plus other related supplies. Additional information on the PCard program is available at: http://usfweb2.usf.edu/pcard/index.html