

USF Controller's Office

Accounts Payable – Service Awards

Philosophy:

In accordance with effective internal control procedures and established accounting processes, as well as University regulations these guidelines are offered regarding accounts payable procedures.

Procedure:

Awards are allowed for retiring university employees whose service has been satisfactory. Items awarded cannot exceed \$100 each plus applicable taxes and may include such things as framed certificates, pins, and other tokens of appreciation.

Awards are allowed to be purchased by Purchase Order or PCard.

Philosophy:

For more information, contact the AP Helpdesk at aphelp@usf.edu.