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 Bull Marketplace. 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 supplier’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 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. Reimbursement/payments to the bookstore and food service contractors for purchases made by students with financial aid;
2. Fees and Payments through Business and Finance;
3. Fellowships or Scholarships for non-USF students or employees;
4. Freight;
5. Game officials for intercollegiate events and payments for game guarantees;
6. H1-B visas payable to the NSA;
7. Honorariums (payments given to a professional individual for services which fees are not legally or traditionally required);
8. Insurance premiums for insurance coverage through the State of Florida or the State’s exclusive broker/carrier (through Environmental Health & Safety);
9. Interlibrary loan payments;
10. Itemized Travel paid to a vendor;
11. Licenses and other fees
12. Memberships (that cannot be paid through the PCard);
13. Participant stipends (must adhere to CCHIP #012);
14. Patient care costs for research study subjects
15. Payments to a Direct Service Organization (DSO);
16. Postage;
17. Registrations (that cannot be paid through the PCard);
18. Settlements (with approval and signature of the area vice president);
19. Subscriptions (that cannot be paid through the PCard);
20. Utilities

Due to confidentiality considerations, payments to research study subjects are not submitted on the Payment Request Form in the Bull Marketplace. Use the Study Subject Payment Form, available on the Accounts Payable website.

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 USF System Purchase Order or 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 including those that are biological, chemicals and gases plus other related supplies. Additional information on the PCard program is available at: http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/index.aspx