Hello University Community,

An updated Expenditure Guide, version March 9, 2021, has been posted and is available by clicking here.

The updates include:

- The Method column for Payment Request Form was updated to also include the Employee Payment Form with a footnote that payment must adhere to the respective form’s guidelines
- The Limited\textsuperscript{1} footnote articulating Procurement Services review is required was updated to state that a signed contract constitutes such review and approval
- Under Staff Development:
  - “Conferences and Conventions” was updated to include virtually held events
  - Added “Courses and Exam Fees to Achieve or Maintain Certification” are allowed if it is job required per job description
  - Correspondingly, removed “Prep Courses and Exam Fees to Achieve or Maintain Certification” as not allowed
- Under FLORIDA BAR and/or OTHER DUES and FEES (Job REQUIRED), “Occupational/professional license fees” was updated to include job required per job description
- Educational & General Funding Source was updated to include Carryforward and a corresponding footnote that Carryforward may only be used for nonrecurring expenditures

Thanks,

George Cotter
Director Procurement Services
University of South Florida
4202 E. Fowler Ave. SVC 1073, Tampa, FL 33620
(813) 974-3340
gcotter@usf.edu
www.usf.edu