**Expenditure Approval Guidelines**

**USF Tampa**

**Effective June 4, 2019**

Effective June 4, 2019, expenditures at or greater than $25,000 within USF Tampa will be suspended, delayed, or frozen. Any expenditure exceeding the level indicated will need to be approved in accordance with the guidelines below. Actions will require approval by the Sr. Vice President or Designee.

*The following funding sources are* ***EXEMPT****:*

1. C&G, RIA, Foundations, Financial Aid, Auxiliary funds
2. Existing encumbrances on any funding source less than $25,000
3. Utilities
4. Existing contractual obligations with a **third party**

All requests for exceptions *must* be submitted in writing using the **Expenditure Approval** **Form** to:

* 1. **Academic Affairs,** submit requests to [srd@usf.edu](mailto:srd@usf.edu).
  2. **Research & Innovation**, submit requests to [RPUIG@usf.edu](mailto:RPUIG@usf.edu)
  3. **USF Advancement & Alumni**, submit requests to [nsegrest@usf.edu](mailto:nsegrest@usf.edu)
  4. **Executive Offices,** submit requests to [cvisot@usf.edu](mailto:cvisot@usf.edu)
  5. **The following areas**, submit requests to [busfin-srd@usf.edu](mailto:busfin-srd@usf.edu).
     1. **Athletics**
     2. **Business & Finance**
     3. **Compliance & Ethics**
     4. **USF System Audit**
     5. **University Communications & Marketing**
     6. **University Police**

Only those exceptions that have received this approval will be processed by Purchasing.

All requests for exception must include the following:

1. Why the exception should be considered;
2. Description of the funding source;

3. Explanation for how suspending, delaying or freezing the requested action would negatively

impact essential or critical business operations;

4. Description showing that other options have been explored and exhausted;

1. A numerical projection of the budgetary impact or Return on Investment (i.e., salary savings, impact on revenue, etc.).

***This process will be in place until further notice.***