

University of West Florida Expenditure Guidelines

| Fund Source | | | | | | |
|---------------------|--------------------------------------|-------------------------|-----------|--------------------|-------------|-----------|
| | Research Administration & Engagement | | | | | |
| Education & General | Grants | IDC Recovery Seed Funds | Auxiliary | Student Activities | Concessions | Athletics |

General Expenditures

| | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Bottled Water | N ¹ | N | N | N ¹ | N ⁴ | Y | Y |
| Business Cards | Y | Y | Y | Y | Y | Y | Y |
| Clocks, pictures, globes, potted plants | N | N | N | N | N | Y | N |
| Congratulatory & Condolence Items | N | N | N | N | N | Y | N |
| Desk Accessories (pen/clock set) | N | N | N | N | N | N | N |
| Donations to Individuals or Associations | N | N | N | N | N | N | N |
| Employee Gifts | N | N | N | N | N | N | N |
| Course Related Educational Materials/Supplies | Y | Y | Y | Y | Y | Y | Y |
| Fines, late fees, penalties (including parking tickets) | N | N | N | N | N | N | N |
| Flower Arrangements | N | N | N | N | N | Y | N |
| Gift Cards/Certificates | N | * | N ³ | N | N ⁴ | N | N |
| Greeting Cards | N | N | N | N | N | N | N |
| Honorariums | Y | Y | Y | Y | Y | Y | Y |
| Picture Frames | N | N | N | N | N | Y | Y |
| Employee Uniforms (Perquisite) | Y ¹ | Y ¹ | Y ¹ | Y ¹ | Y ¹ | Y ¹ | Y ¹ |
| Employee Parking Decals | N | N | N | N | N | N | N |
| Cap and Gown Rental/Purchase | N | N | N | N | N | N | N |

Meals or Refreshments

| | | | | | | | |
|--|---|---|----------------|---|---|---|---|
| Alcoholic Beverages | | | | | | | |
| Fees Collected Event | N | N | N | Y | N | N | N |
| Non-Fees Collected Event | N | N | N | N | N | N | N |
| Refreshments such as coffee and donuts | | | | | | | |
| Institutional Meetings, Conferences, Workshops | N | * | N ³ | N | N | Y | N |
| Staff Meetings | N | N | N | N | N | N | N |
| Fees Collected Event | N | N | N ³ | Y | N | N | N |
| Meals for Job Candidates, Spouse | N | N | N ³ | N | N | Y | Y |
| Meals Gratuities (not to exceed 20%) | N | N | Y | N | N | Y | Y |

Promotional Items

| | | | | | | | |
|---|----------------|---|---|----------------|----------------|----------------|---|
| Clothing Items (Not Uniforms) | N | * | N | N ¹ | N ⁴ | Y ¹ | Y |
| Mugs, Pens, Bags, Folders, Tshirts, etc. | N ² | * | Y | Y ¹ | Y | Y | Y |
| Invitations for Official University Functions | N | N | N | Y | Y | Y | Y |
| Rental Space, Supplies, and Services Used to Promote Events | N | * | Y | Y | Y | Y | Y |

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| Sponsorships | N | N | N | N | N | N | N |

Equipment for Office Use

| | | | | | | | |
|--|---|---|---|---|---|---|---|
| Audio-Visual Equipment | Y | Y | Y | Y | Y | Y | Y |
| Equipment - Classroom, Office, Computers, Printers, Scanners, Supplies and Parts | Y | Y | Y | Y | Y | Y | Y |
| Furniture | Y | Y | Y | Y | Y | Y | Y |
| Refrigerators for Personal Use | N | N | N | N | N | N | N |
| Stoves and Microwaves for Personal Use | N | N | N | N | N | N | N |
| Fans and Portable Heaters for Personal Use | N | N | N | N | N | N | N |
| Coffeemakers for Personal Use | N | N | N | N | N | N | N |
| Equipment Rental | Y | Y | Y | Y | Y | Y | Y |
| Repairs and Maintenance | Y | Y | Y | Y | Y | Y | Y |

Recruitment Search/Screening Activities

| | | | | | | | |
|--|---|---|---|---|---|---|---|
| Advertising, Printing, Postage | Y | Y | Y | Y | Y | Y | Y |
| Travel Expense for Candidate | Y | Y | Y | Y | Y | Y | Y |
| Moving Expenses | Y | Y | Y | Y | Y | Y | Y |
| Meals for Committee Members | N | N | N | N | N | Y | Y |
| Gratuities for Meals (not to exceed 20%) | N | N | N | N | N | Y | Y |

Staff Development

| | | | | | | | |
|--|---|---|---|---|---|---|---|
| Books and Periodicals for job-related duties | Y | Y | Y | Y | Y | Y | Y |
| Conferences and Conventions | Y | Y | Y | Y | Y | Y | Y |
| Educational Courses directly related to current job | Y | Y | Y | Y | Y | Y | Y |
| Educational or Leadership Courses that Primarily Benefit the Employee | N | N | N | N | N | N | N |
| Memberships | Y | Y | Y | Y | Y | Y | Y |
| Rental of On-Campus Space | N | Y | Y | Y | Y | Y | Y |
| Staff Development and Retreats | | | | | | | |
| Catering | N | N | N | N | N | Y | Y |
| Rental of Space | N | N | N | N | N | Y | Y |
| Dues, Fees, or Tuition for professional, occupational, or other licenses required for a person to perform his or her official duties | N | N | N | N | N | N | N |
| Notary Commission and Seal | Y | Y | Y | Y | Y | Y | Y |

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Y Allowable

N Not Allowable

* Only if grant documentation authorizes expenditure

1 Only allowed if included in Activity Request Form on file or Controller's Office authorizes expenditure

2 Only allowed for student recruiting by Admissions and Graduate Admissions Office

3 Only allowed for research purposes.

4 Only allowed for documented student events

Revised 08/4/2023