

University of West Florida Expenditure Guidelines

Fund Source					
Education & General	Grants	Auxiliary	Student Activities	Concessions	Athletics

General Expenditures

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

Meals or Refreshments

Alcoholic Beverages

Fees Collected Event	N	N	Y	N	N	N
Non-Fees Collected Event	N	N	N	N	N	N

Refreshments such as coffee and donuts

Institutional Meetings, Conferences, Workshops	N	*	N	N	Y	N
Staff Meetings	N	N	N	N	N	N
Fees Collected Event	N	N	Y	N	N	N
Meals for Job Candidates, Spouse	N	N	N	N	Y	Y
Meals Gratuities (not to exceed 20%)	N	N	N	N	Y	Y

Promotional Items

Clothing Items (Not Uniforms)	N	*	N	Y	Y	Y
Mugs, Pens, Bags, Folders	N	*	Y	Y	Y	Y

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Invitations for Official University Functions	N	N	Y	Y	Y	Y
Rental Space, Supplies, and Services Used to Promote Events	N	*	Y	Y	Y	Y
Sponsorships	N	N	N	N	N	N

Equipment for Office Use

Audio-Visual Equipment/Business Machines	Y	Y	Y	Y	Y	Y
Computer Supplies and Parts	Y	Y	Y	Y	Y	Y
Furniture	Y	Y	Y	Y	Y	Y
Refrigerators for Personal Use	N	N	N	N	N	N
Stoves and Microwaves for Personal Use	N	N	N	N	N	N
Fans and Portable Heaters for Personal Use	N	N	N	N	N	N
Coffeemakers for Personal Use	N	N	N	N	N	N
Equipment Rental	Y	Y	Y	Y	Y	Y
Repairs and Maintenance	Y	Y	Y	Y	Y	Y

Recruitment Search/Screening Activities

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

Staff Development

Books and Periodicals for job-related duties	Y	Y	Y	Y	Y	Y
Conferences and Conventions	Y	Y	Y	Y	Y	Y
Educational Courses directly related to current job	Y	Y	Y	Y	Y	Y
Educational or Leadership Courses that Primarily Benefit the Employee	N	N	N	N	N	N
Memberships	Y	Y	Y	Y	Y	Y
Rental of On-Campus Space	N	Y	Y	Y	Y	Y
Staff Development and Retreats						
Catering	N	N	N	N	Y	Y
Rental of Space	N	N	N	N	Y	Y

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Professional and Occupational Licenses and Fees

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
Notary Commission and Seal	Y	Y	Y	Y	Y	Y

* Only if grant documentation authorizes expenditure

Revised 10/15/09