

## **University of South Florida, St. Petersburg 2007/08 Non-Salary Spending Guidelines**

Regional Chancellor White's memo dated 1/23/2008 outlines restrictions on non-essential purchases, including all goods and services not absolutely essential to the education and support of our students, faculty, staff and facilities. These restrictions apply to all funding sources *except* grants and contracts, A&S fee funds and Foundation funds.

Details of the non-salary guidelines follow.

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**Essential purchases** require no exceptional approvals and include:

Existing Contract and/or maintenance/service agreements

Note: Extensions/renewals require approval if they occur during the freeze period

Routine expenses, such as:

Telephone

Postage

Office Supplies (under \$1000, essential and routine)

Utilities

Merchant, bank fees

Pass-through expenditures to other departments

Compliance issues (fire safety, permits, insurance, etc.)

Software license renewals

Debt service, loan repayments

Biohazard waste pickup/processing; clean ups

State or federal mandates, fees, fines

Items already purchased but not delivered or billed

Maintenance and Cleaning supplies and parts

Financial Aid

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**Non-essential purchases** of \$1000 or more require approval in writing (see Non-Personnel Expenditure Freeze Exception Form) by the appropriate Academic Dean, Regional Vice Chancellor or the Regional Chancellor, and include the following items. The benefit to USFSP must be part of the documented justification:

New contract/service/maintenance agreements

Travel

Registrations and other professional development

OCO purchases

Renovations

Equipment including computers and computing equipment, furniture, etc.

All other non-essential purchases

**University of South Florida St. Petersburg  
Non-Personnel Expenditure Freeze Exception Form**

DEPARTMENT NAME:

DEPARTMENT NUMBER/PRODUCT:

All requests for exceptions must be submitted in writing and must include information to address the following questions.

- 1) Specific reason for the exception, including the direct impact on core and essential business operations.
  
- 2) Show how suspending, delaying or freezing requested action would negatively impact essential or critical business operations.
  
- 3) Show that other methodologies and/or options have been explored and exhausted. Please attach other quotes or pricing schedules if comparative data is obtained.

Requestor Signature:

DATE:

Academic Dean/RAVC/RC Signature:

DATE:

