

THE FLORIDA STATE UNIVERSITY

Allowable Unencumbered Disbursements

AP Central Office/ UBA/ Decentralized Sites:

- **Accreditation fees**
- **Background checks by Florida Law Enforcement agencies**
- **Bond payments**
- **Building Leases / Rentals** (as approved by University Lease Administrator (644-7934))
- **Cadavers for Gross Anatomy laboratory**
- **College of Medicine's clinical rotation payments**
- **Conference registrations within Tallahassee area**
- **Health Insurance**
- **Homeland Security fees as required by the Federal Government**
- **Insurance payments to other Florida state agencies--Bid and quote laws must be adhered to when doing business with a private insurer**
- **Land purchases**
- **Legal services as approved by General Counsel's office**
- **Management Data activity**
- **Management Data rejected payments from MAXIMUS on H Purchase Orders**
- **Medical services for student athletes**
- **Merchant credit card charge fees**
- **Memberships & Registrations** (fees for professional organizations and events)
- **Non-duty Stipends/ Scholarships/ Fellowships – to the exclusion of honoraria, for which Purchase Orders are required. Procedures related to non-duty stipends can be found at: <http://controller.vpfa.fsu.edu/content/download/4225/29851>**
- **Notary/insurance/stamp services for benefit of the University**
- **Postal services via the US Postal Services** (stamps, meters, packaging)
- **Publication charges/ Page charges/ Scientific reprint fees**
- **Purchasing card and Travel card transactions**
- **Revolving Fund payments processed in General Accounting**
- **Settlement Agreements for settlements with vendors or employees as outlined in the agreement, approved by the appropriate Vice-President**
- **Subscriptions and Renewal Subscriptions** (certain criteria to be adhered to can be found at <http://www.vpfa.fsu.edu/policies/bmanual/purchasing.html#sub>)
- **Utilities (water, electric, sewer, gas, refuse disposal)**
- **Vehicle tags for University vehicles. This can include tags or licenses for boats, cars, vans and trucks.**

Travel Office:

- **Conference registrations outside the Tallahassee area**
- **Hotels' Direct Billings**

There may be incidents where unencumbered payments are necessary that are not detailed above. Those rare occurrences will be discussed between Accounts Payable and Purchasing on a case-by-case basis.