



## 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://www.vpfa.fsu.edu/control/forms/printonly/Stipend%20procedures.pdf>
- 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.