

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, 645-6744)
- Cadavers for Gross Anatomy laboratory
- College of Medicine's clinical rotation payments
- Conference registrations within Tallahassee area
- Dues, fees for professional, occupational or other licenses required for a person to perform his/her official duties & specifically authorized by law.
- Health Insurance
- Homeland Security fees as required by the Federal Government
- Honoraria Payments - more information located [here](#)
- 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
- 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
- Research Participants
 - Payments EXCLUDED FROM the modified total direct cost F&A base
- Settlement Agreements for settlements with vendors or employees as outlined in the agreement, approved by the appropriate Vice-President
- Subscriptions & Renewal Subscriptions (certain criteria to be adhered to can be found [here](#))
- Tickets & admission fees
- Tolls (Sun Pass, etc)
- Utilities (water, electric, sewer, gas, refuse disposal, telephone, data services)
- Vehicle tags for University vehicles, to 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.