

Funds may only be expended for reasonable and appropriate goods or services necessary to accomplish the miss Category	Account Code(s)	Fundir	ng Source	Alt. Payment Method	
		E&G / CF/			Electronic
		SRAD (A)	Auxiliary (B)	Pcard	Payment Request
(A) Includes all E&G/Carryforward funds (110-241) as well as SRAD fund 550. For SRAD, must also benefit research	n or creative a	ctivity.	-		
(B) Includes all auxiliary-type funds (310-325, 345-360, 370, 390, 630), concessions/vending fund (620), and certain		•	5).		
I. GENERAL EXPENDITURES					
Congratulatory & condolence flowers	741940	No	Yes	Allowed	Prohibited
Fines, late fees, penalties	N/A	No	Yes	Prohibited	Prohibited
Legal advertisements	740231	Yes	Yes	Prohibited	Prohibited
Professional fees, occupational licenses fees, or other licenses required for a person to perform their official	741966	Limited (4)	Yes	Limited (1)	Allowed
Notary commission and seal for benefit of University	741966	Yes	Yes	Allowed	Allowed
Alcohol purchased for resale (Must follow university's <u>Alcohol Policy</u>)	741016	No	Yes	Prohibited	Prohibited
Food and non-alcoholic beverages purchased for resale	741016	No	Yes	Limited (1)	Prohibited
Goods and services purchased for resale (t-shirts and other clothing, promotional items, etc.)	741009	No	Yes	<u>Limited (1)</u>	Prohibited
Tickets and admission fees	741965	Yes	Yes	Allowed	Allowed
Tolls (Sun Pass, etc.)	741966	Yes	Yes	Allowed	Allowed
Utilities	Various	Yes	Yes	Prohibited	Allowed
Vehicle tags/titles/licenses (for boats, cars, vans and trucks)	741966	Yes	Yes	Prohibited	Allowed
FSU Commencement cap and gown for staff (become property of the University)	741335	Yes	Yes	Allowed	Prohibited
II. ACCESSORIES / DECORATIVE ITEMS	•				
Decorative/display items for use by department	741121	No	Yes	Allowed	Prohibited
Decorative/display items for use at University hosted events (flowers, plants, etc.)	741121	No	Yes	Allowed	Prohibited
Frames for educational and/or informational purposes	741121	Yes	Yes	Allowed	Prohibited
III. EQUIPMENT AND FURNITURE					
Equipment and furniture	Various	Yes	Yes	Limited (1)	Prohibited
Appliances, including but not limited to refrigerators, coffee makers, stoves, and microwaves. Must be available					
for use by entire office staff. Appliances costing over \$2,000 will require a written justification.	741191	Yes	Yes	Limited (1)	Prohibited
Mobile communication devices (cell phones, pagers, etc.) - ONLY with approval from ITS	740730	Yes	Yes	Limited (1)	Prohibited
IV. MEALS AND REFRESHMENTS	•	•	•		-
Alcoholic beverages (Must follow university's <u>Alcohol Policy</u>)	741016	No	Yes	Prohibited	Prohibited
University meetings, seminars, and training sessions	741301	No	Yes	Limited (1)	Prohibited
Staff meetings and office breaks	741301	No	No	Limited (1)	Prohibited
Working meals	741301	No	Yes	Limited (1)	Prohibited
Student-centric events	741301	No	Yes	<u>Limited (1)</u>	Prohibited
V. PROMOTIONAL ITEMS					
Advertising	740285	Yes	Yes	Allowed	Prohibited
Banners (permanent outdoor signs must have approval prior to purchase)	740284	Yes	Yes	Allowed	Prohibited
Clothing items other than for faculty & staff	740284	No	Yes	Allowed	Prohibited
Gift cards	740284	No	No	Prohibited	Prohibited
Other miscellaneous promotional items	740284	No	Yes	Allowed	Prohibited



Category Code(s) SRAD (A) Auxiliary (B) Pearl Payment Invitations 740284 No Yes Limited (J.) Prohibited Prohibi			niversity. To be an allowable ex Funding Source		Alt. Payment Method	
Invitations to University functions Photography for promotion of the University Photography Photography Photography State (Fig. 1) Photogr		Account	E&G / CF/			Electronic
Photography for promotion of the University Rental Space used to promote events 740285	Category	Code(s)	SRAD (A)	Auxiliary (B)	Pcard	Payment Request
Rental space used to promote events // RECRUITMENT SEARCH / SCREENING ACTIVITES // Job advertisements // Job ad	Invitations to University functions	740284	No	Yes	<u>Limited (1)</u>	Prohibited
VI. RECRUITMENT SEARCH / SCREENING ACTIVITIES Do advertisements TA0285 Yes Yes Yes Prohibited Prohi Mowing expenses (must obtain prior approval from HR and does not include transportation for family members) TA0002 Yes Yes Yes Prohibited Prohi Mowing expenses (must obtain prior approval from HR and does not include transportation for family members) TA0002 Yes Yes Prohibited Prohi Vil. SERVICES VII. SERVICES Audiovisual (video production, graphic & art design, photography) TA0265 TA0002 TA0002 TA0002 TA0002 TA0002 Yes Yes Prohibited Prohi TA0002 Prohi TA0002 Prohi TA0002 Prohi TA0002 Prohi TA0002 Yes Yes Prohibited Prohi TA0002 Prohi	Photography for promotion of the University	740285	Yes	Yes	Prohibited	Prohibited
Do advertisements 7,40285 Yes Yes Allowed Prohi	Rental space used to promote events	740285	No	Yes	Prohibited	Prohibited
Discandidate travel (including spouse, if approved by Dean / Director / Dept Head)	VI. RECRUITMENT SEARCH / SCREENING ACTIVITIES	•	•			•
Moving expenses (must obtain prior approval from HR and does not include transportation for family members) 740602 Yes Yes Prohibited Pr	Job advertisements	740285	Yes	Yes	Allowed	Prohibited
Meals for job candidate, spouse (includes gratuities not to exceed 20% of the bill) 74056 74056 74056 74056 74056 74056 74056 740259 740265 740265 740265 740265 740265 740265 740265 740265 740265 740265 740266 740229 740266 740223 740222 740223 740224 740224 740225 740225 740225 740226 740226 740226 740226 740226 740226 740226 740226 740226 740226 740226 740226 740226 740227 740227 740227 740228 740228 740283 740283 740283 740283 740283 740283 740283 740283 740283 740283 740283 740284 740285 740286 74	Job candidate travel (including spouse, if approved by Dean / Director / Dept Head)	7405%	Yes	Yes	Prohibited	Prohibited
Student travel (for purposes of recruitment) Wil. SERVICES Audio/visual (video production, graphic & art design, photography) Audio/visual (various Art design, photography) Audio (various Art design, phot	Moving expenses (must obtain prior approval from HR and does not include transportation for family members)	740602	Yes	Yes	Prohibited	Prohibited
VII. SERVICES Audio/visual (video production, graphic & art design, photography) Audio/visual (video production, graphic & art design, photography) 740265 Yes Yes Yes Yes Prohibited Prohi Audio/visual (video production, graphic & art design, photography) Audio/visual (video production, graphic & art design, photography) Audio/visual (video production, graphic & art design, photography) Yes Yes Yes Prohibited Prohi Remodeling and networks (telephone installation/repair, computer network and data fees, mobile devices/services, etc.) - 204LX with approval of ITS Remodeling and renovation 740223 Yes Yes Yes Prohibited Prohi Custodial and janitorial (carpet, laundry/linen and general office cleaning) 740222 Yes Yes Prohibited Prohi Custodial and janitorial (carpet, laundry/linen and general office cleaning) 740222 Yes Yes Prohibited Prohi Tourial Yes Prohibited Pro	Meals for job candidate, spouse (includes gratuities not to exceed 20% of the bill)	741301	No	Yes	<u>Limited (1)</u>	Prohibited
Audio/visual (video production, graphic & art design, photography) Background checks and Homeland Security fees (as required by the Federal Government) Communications and networks (telephone installation/repair, computer network and data fees, mobile devices/services, etc.) - ONLY with approval of ITS Remodeling and renovation T40223 Yes Yes Prohibited Pro	Student travel (for purposes of recruitment)	7405%	Yes	Yes	Prohibited	Prohibited
Background checks and Homeland Security fees (as required by the Federal Government) Communications and networks (telephone installation/repair, computer network and data fees, mobile devices/services, etc.) - ONLY with approval of ITS Remodeling and renovation T40223 Remodeling and renovation T40223 Yes Yes Prohibited Prohi Custodial and janitorial (carpet, laundry/linen and general office cleaning) T40222 Yes Yes Prohibited Prohi P	VII. SERVICES		•	-		•
Communications and networks (telephone installation/repair, computer network and data fees, mobile devices/services, etc.) - ONLY with approval of ITS Remodeling and renovation 740223 Yes Yes Prohibited Prohi Custodial and janitorial (carpet, laundry/linen and general office cleaning) 740222 Yes Yes Prohibited Prohi Engineering 740222 Yes Yes Prohibited Prohi Thardware maintenance (support contracts, system installations, technical support, etc.) 740231 Yes Yes Prohibited Prohi T software maintenance (support contracts, system installations, technical support, etc.) 740251 Yes Yes Prohibited Prohi Landscaping and grounds keeping 740268 Yes Yes Prohibited Prohi Landscaping and grounds keeping 740268 Yes Yes Prohibited Prohi Landscaping and grounds keeping 740268 Yes Yes Prohibited Prohi Live performances (speakers, performing arts, etc.) 740266 Yes Yes Prohibited Prohi Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) 740224 Yes Yes Prohibited Prohi Medical (healthcare providers, medical scientific research, etc.) 740224 Yes Yes Prohibited Prohi Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) Yes Yes Prohibited Prohi Department of the prohibited Prohibited Prohibited Prohibited Name Prohibited Prohi	Audio/visual (video production, graphic & art design, photography)	740265	Yes	Yes	Prohibited	Prohibited
devices/services, etc.) - ONLY with approval of ITS Remodeling and renovation 740223 Yes Yes Prohibited Prohi Custodial and janitorial (carpet, laundry/linen and general office cleaning) 740262 Tengineering 740222 Yes Yes Prohibited Prohi Tabrody Tabrody Tengineering Thardware maintenance (support contracts, system installations, technical support, etc.) To software maintenance 740251 To software maintenance 740916 To software mai	Background checks and Homeland Security fees (as required by the Federal Government)	740229	Yes	Yes	Prohibited	Allowed
Remodeling and renovation Custodial and janitorial (carpet, laundry/linen and general office cleaning) Tydo262 Yes Yes Prohibited Prohi Tydo262 Yes Yes Prohibited Prohi Tydo262 Yes Yes Prohibited Prohi Tydo263 Honorariums Tydo221 Honorariums Tydo221 Yes Yes Prohibited Prohi Tydo251 Yes Yes Prohibited Prohi Tydo252 Yes Prohibited Prohi Tydo253 Yes Prohibited Prohi Tydo254 Yes Prohibited Prohi Tydo254 Yes Prohibited Prohi Tydo254 Yes Yes Prohibited Prohi Tydo255 Itimited (2) Itimited (2) Itimited (2) Prohibited Allo Tydo255 Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Tydo254 Yes Prohibited Prohi Ty	Communications and networks (telephone installation/repair, computer network and data fees, mobile					
Remodeling and renovation Custodial and janitorial (carpet, laundry/linen and general office cleaning) Tydo262 Yes Yes Prohibited Prohi Tydo262 Yes Yes Prohibited Prohi Tydo262 Yes Yes Prohibited Prohi Tydo263 Honorariums Tydo221 Honorariums Tydo221 Yes Yes Prohibited Prohi Tydo251 Yes Yes Prohibited Prohi Tydo252 Yes Prohibited Prohi Tydo253 Yes Prohibited Prohi Tydo254 Yes Prohibited Prohi Tydo254 Yes Prohibited Prohi Tydo254 Yes Yes Prohibited Prohi Tydo255 Itimited (2) Itimited (2) Itimited (2) Prohibited Allo Tydo255 Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Tydo254 Yes Prohibited Prohi Ty	devices/services, etc.) - <i>ONLY with approval of ITS</i>	Various	Yes	Yes	Prohibited	Prohibited
Engineering 740222 Yes Yes Prohibited Prohi 740231 Yes Yes Prohibited Allo Thardware maintenance (support contracts, system installations, technical support, etc.) 740251 Yes Yes Prohibited Prohi Tr Software maintenance (support contracts, system installations, technical support, etc.) 740251 Yes Yes Prohibited Prohi Tr Software maintenance 740916 Yes Yes Prohibited Prohi Tr Software maintenance (speakers, performing arts, etc.) 740268 Yes Yes Prohibited Prohi Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) 740224 Yes Yes Allowed Prohi Medical (healthcare providers, medical scientific research, etc.) 740229 Yes Yes Prohibited Prohi Management/marketing consultants 740248 Yes Yes Prohibited Prohi Susiness cards) 740248 Yes Yes Prohibited Prohi Deliver of Tr Software Prohibited Prohi Publication charges/page charges/scientific reprint fees (includes business cards) Yes Yes Allowed Allo Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) 740301 Yes Yes Yes Allowed Allo Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) 740355 Limited (2) Limited (2) Prohibited Allo Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) 740245 Yes Yes Prohibited Allo Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) 740245 Yes Yes Prohibited Prohi Security (system installation/maintenance/monitoring, armored car, security guards, etc.) 740231 Yes Yes Prohibited Prohi VIII. STAFF DEVELOPMENT		740223	Yes	Yes	Prohibited	Prohibited
Honorariums 740231 Yes Yes Prohibited Allo IT hardware maintenance (support contracts, system installations, technical support, etc.) 740251 Yes Yes Prohibited Prohi IT software maintenance (support contracts, system installations, technical support, etc.) 740251 Yes Yes Prohibited Prohi IT software maintenance (support contracts, system installations, technical support, etc.) 740251 Yes Yes Prohibited Prohi IT software maintenance (support contracts, system installations, technical support, etc.) 740268 Yes Yes Prohibited Prohi It shadow I	Custodial and janitorial (carpet, laundry/linen and general office cleaning)	740262	Yes	Yes	Prohibited	Prohibited
IT hardware maintenance (support contracts, system installations, technical support, etc.) IT software maintenance 740916 Yes Yes Prohibited Prohi Toftware maintenance 740268 Yes Yes Prohibited Prohi Toftware maintenance Toftware maintenance Toftware maintenance Yes Prohibited Prohi Toftware maintenance Yes Prohibited Prohi Toftware maintenance Yes Prohibited Prohi Toftware maintenance Toftware maintenance Yes Prohibited Prohi Toftware Toftware maintenance Yes Prohibited Prohi Toftware maintenance Toftware	Engineering	740222	Yes	Yes	Prohibited	Prohibited
IT software maintenance Landscaping and grounds keeping Live performances (speakers, performing arts, etc.) Live performances (speakers, performing arts, etc.) Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) Medical (healthcare providers, medical scientific research, etc.) Management/marketing consultants Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) Publication charges/page charges/scientific reprint fees Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research/analysis (chemical, biochemical, genetic, biotech, etc.) Security (system installation/maintenance/monitoring, armored car, security guards, etc.) VIII. STAFF DEVELOPMENT	Honorariums	740231	Yes	Yes	Prohibited	Allowed
Landscaping and grounds keeping 740268 Yes Yes Prohibited Prohi Live performances (speakers, performing arts, etc.) 740266 Yes Yes Prohibited Prohi Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) 740224 Yes Yes Allowed Prohi Medical (healthcare providers, medical scientific research, etc.) 740259 Yes Yes Prohibited Prohi Management/marketing consultants 740248 Yes Yes Prohibited Prohi Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) 740301 Yes Yes Limited (1) Prohi Publication charges/page charges/scientific reprint fees 740301 Yes Yes Allowed Allowed Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) 740355 Limited (2) Limited (2) Prohibited Allowed Royalties 741970 Yes Yes Prohibited Allowed Allowed Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) 740245 Yes Yes Prohibited Prohi Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) 740245 Yes Yes Prohibited Prohi Space rental (as approved by University Lease Administrator) 741741 Yes Yes Prohibited Prohi VIII. STAFF DEVELOPMENT	IT hardware maintenance (support contracts, system installations, technical support, etc.)	740251	Yes	Yes	Prohibited	Prohibited
Live performances (speakers, performing arts, etc.) Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) Medical (healthcare providers, medical scientific research, etc.) Management/marketing consultants Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) Publication charges/page charges/scientific reprint fees Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research/analysis (chemical, biochemical, genetic, biotech, etc.) Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) Security (system installation/maintenance/monitoring, armored car, security guards, etc.) VIII. STAFF DEVELOPMENT	IT software maintenance	740916	Yes	Yes	Prohibited	Prohibited
Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.) Medical (healthcare providers, medical scientific research, etc.) Medical (healthcare providers, medical scientific research, etc.) Management/marketing consultants Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) Publication charges/page charges/scientific reprint fees Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Royalties Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Temporary personnel VIII. STAFF DEVELOPMENT	Landscaping and grounds keeping	740268	Yes	Yes	Prohibited	Prohibited
Medical (healthcare providers, medical scientific research, etc.) Management/marketing consultants T40248 Yes Yes Prohibited Prohi Management/marketing consultants T40248 Yes Yes Prohibited Prohi Pro	Live performances (speakers, performing arts, etc.)	740266	Yes	Yes	Prohibited	Prohibited
Management/marketing consultants Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) Publication charges/page charges/scientific reprint fees Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (P	Mailing and delivery (postal, courier, shipping by FedEx, UPS, DHL, etc.)	740224	Yes	Yes	Allowed	Prohibited
Copying, printing and other document management services, page charges, and scientific reprint fees (includes business cards) Publication charges/page charges/scientific reprint fees Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified	Medical (healthcare providers, medical scientific research, etc.)	740259	Yes	Yes	Prohibited	Prohibited
business cards) Publication charges/page charges/scientific reprint fees Publication charges/page charges/scientific reprint fees Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Royalties Royalt		740248	Yes	Yes	Prohibited	Prohibited
Publication charges/page charges/scientific reprint fees 740301 Yes Yes Allowed Allowed Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) 740355 Limited (2) Limited (2) Prohibited Allowed Allowed Payments (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) 741954 Limited (2) Limited (2) Prohibited Allowed Allowed Prohibited Prohibited Prohibited Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) 740245 Yes Yes Prohibited Prohibited Prohibited Security (system installation/maintenance/monitoring, armored car, security guards, etc.) 740229 Yes Yes Prohibited Prohibite	Copying, printing and other document management services, page charges, and scientific reprint fees (includes					
Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) 741954	business cards)	740301	Yes	Yes	Limited (1)	Prohibited
Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base) Royalties Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Space rental (as approved by University Lease Administrator) Temporary personnel VIII. STAFF DEVELOPMENT Prohibited (2) Limited (2) Limited (2) Limited (2) Limited (2) Limited (2) Prohibited (Allowance) Prohibited (Prohibited (Prohibited) Prohibited (Prohibited)	Publication charges/page charges/scientific reprint fees	740301	Yes	Yes	Allowed	Allowed
Royalties 741970 Yes Yes Prohibited Allow Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) 740245 Yes Yes Prohibited Prohibited Security (system installation/maintenance/monitoring, armored car, security guards, etc.) 740229 Yes Yes Prohibited Pro	Research participants (Payments INCLUDED IN the modified total direct cost (MTDC) F&A base)	740355	Limited (2)	Limited (2)	Prohibited	Allowed
Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.) Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Space rental (as approved by University Lease Administrator) Temporary personnel VIII. STAFF DEVELOPMENT 740245 Yes Yes Prohibited	Research participants (Payments EXCLUDED FROM the modified total direct cost (MTDC) F&A base)	741954	Limited (2)	Limited (2)	Prohibited	Allowed
Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Space rental (as approved by University Lease Administrator) Temporary personnel VIII. STAFF DEVELOPMENT 740229 Yes Yes Yes Prohibited Prohibited Allow 740231 Yes Yes Yes Prohibited	Royalties	741970	Yes	Yes	Prohibited	Allowed
Security (system installation/maintenance/monitoring, armored car, security guards, etc.) Space rental (as approved by University Lease Administrator) Temporary personnel VIII. STAFF DEVELOPMENT 740229 Yes Yes Yes Prohibited Prohibited Allow 740231 Yes Yes Yes Prohibited	Scientific research/analysis (chemical, biochemical, genetic, biotech, etc.)	740245	Yes	Yes	Prohibited	Prohibited
Temporary personnel 740231 Yes Yes Prohibited Prohi VIII. STAFF DEVELOPMENT		740229	Yes	Yes	Prohibited	Prohibited
VIII. STAFF DEVELOPMENT	Space rental (as approved by <u>University Lease Administrator</u>)	741741	Yes	Yes	Prohibited	Allowed
	Temporary personnel	740231	Yes	Yes	Prohibited	Prohibited
	VIII. STAFF DEVELOPMENT	-	-			-
Books for job-related duties, less than \$250 (books become property of the University) 741252 Yes Yes <u>Limited (1)</u> Prohi	Books for job-related duties, less than \$250 (books become property of the University)	741252	Yes	Yes	Limited (1)	Prohibited



nds may only be expended for reasonable and appropriate goods or services necessary to accomplish the mis		Funding Source		Alt. Payment Method	
	Account	E&G / CF/	Ĭ	<u>-</u>	Electronic
Category	Code(s)	SRAD (A)	Auxiliary (B)	Pcard	Payment Request
Books for job-related duties, equal/greater than \$250 (books become property of the University)	760101	Yes	Yes	Limited (1)	Prohibited
Conference and convention registration (must have a direct benefit to the University)	740272	Yes	Yes	Limited (3)	Allowed
Educational courses directly related to current job	740272	Yes	Yes	Limited (3)	Prohibited
Memberships - Individual (if institutional membership not available) (<u>Membership Justification form</u> required)	741924	Yes	Yes	Limited (1)	Allowed
Memberships - Institutional (<u>Membership Justification form</u> required)	741923	Yes	Yes	<u>Limited (1)</u>	Allowed
Rental of on-campus space	741741	Yes	Yes	Prohibited	Prohibited
Subscriptions (Newspapers, magazines, periodicals relative to FSU activities and should not exceed one year)	741910	Yes	Yes	<u>Limited (1)</u>	Allowed
Staff retreats - catering	741301	No	Yes	<u>Limited (1)</u>	Prohibited
Staff retreats - rental of lodging	741741	No	Yes	Prohibited	Prohibited
Student travel for direct benefit of the University	7405%	Yes	Yes	Prohibited	Prohibited
Employee parking permits	741751	No	No	Prohibited	Prohibited
University parking permits/spaces - University Guests for business purposes (Internal PO -TAPS)	741751	Yes	Yes	Prohibited	Prohibited
Departmental Plaques/Awards/Tokens (not to exceed \$100 & may not be gift cards or certificates)	741940	Yes	Yes	Allowed	Prohibited
Longevity and retirement recognition for satisfactory service (not to exceed \$100 & may not be gift cards or					
certificates)	741940	Yes	Yes	Allowed	Prohibited
Non-monetary awards for volunteer recognition (not to exceed \$100 & may not be gift cards or certificates)	741940	Yes	Yes	Allowed	Prohibited
IX. SUPPLIES	•				
Audio, video tapes or CDs, blank or prerecorded for University business	741165	Yes	Yes	Allowed	Prohibited
Auto parts (from parts stores, not gas stations)	741376	Yes	Yes	<u>Limited (1)</u>	Prohibited
Binding equipment and supplies	741361	Yes	Yes	Allowed	Prohibited
Boat parts and supplies	741376	Yes	Yes	<u>Limited (1)</u>	Prohibited
Controlled substances (ethyl alcohol, DEA items, gases, radioactive materials, hazardous chemicals) - <i>may</i>					
require approval byEH&S					
require approval systias	741272	Yes	Yes	Prohibited	Prohibited
Copier supplies	741102	Yes	Yes	Allowed	Prohibited
Copying, printing, photocopying (must use campus UPS Store or obtain approval from Printing Services to use					
other vendors)	741102	Yes	Yes	<u>Limited (1)</u>	Prohibited
Gasoline or diesel fuels	741391	Yes	Yes	<u>Limited (1)</u>	Prohibited
Library materials and supplies	741251	Yes	Yes	Allowed	Prohibited
Live animals (LAR Internal PO)	741282	Yes	Yes	Prohibited	Prohibited
Medical/dental supplies for students and department use	741271	Yes	Yes	Allowed	Prohibited
Miscellaneous hardware and electrical supplies	741376	Yes	Yes	Allowed	Prohibited
Miscellaneous scientific/industrial supplies and hardware (clamps, nuts, bolts, wire, fluids, welding supplies,					
fittings, electrical supplies, tooling and components).	741271	Yes	Yes	Allowed	Prohibited
Miscellaneous scientific lab ware (filters, flasks, glassware, stirrers, pipettes, etc.)	741271	Yes	Yes	Allowed	Prohibited
Musical supplies (sheet music, purchase and rental, strings, repair parts, repairs)	741251	Yes	Yes	Allowed	Prohibited
Name plates, tags, ID badges	741101	Yes	Yes	Allowed	Prohibited



Funds may only be expended for reasonable and appropriate goods or services necessary to accomplish the mission of the University. To be an allowable expenditure, a clear business						
		Funding Source		Alt. Payment Method		
	Account	E&G / CF/			Electronic	
Category	Code(s)	SRAD (A)	Auxiliary (B)	Pcard	Payment Request	
Office supplies (only through FSU contracted supplier: RGH)	741101	Yes	Yes	Allowed	Prohibited	
Personal Protection Equipment (masks, hand-sanitizer, cleaning supplies, etc.)	740262	Yes	Yes	Allowed	Prohibited	
Photographic supplies (film, paper, developing, slides, photo chemicals - no picture frames)	741165	Yes	Yes	Allowed	Prohibited	
Preprinted materials (articles, reprints, brochures, directories, forms, instructional materials, labels, maps,	740301	Yes	Yes	<u>Limited (1)</u>	Prohibited	
Safety supplies-protection equipment and supplies (safety glasses, shoes, harnesses, waist/back belts, hard hats,	741271/					
shop safety items, etc.) - <u>Perquisite Form</u> may be required	741335	Yes	Yes	Allowed	Prohibited	
School supplies and games	741251	Yes	Yes	Allowed	Prohibited	
Software (Software Checklist must be approved by ITS and the PCard Admin)	741145	Yes	Yes	<u>Limited (1)</u>	Prohibited	
Stage props & supplies	741251	Yes	Yes	Allowed	Prohibited	
Employee uniforms (required for job) - <u>Perquisite Form</u> REQUIRED	741335	Yes	Yes	<u>Limited (1)</u>	Prohibited	
Uniform shirts (for job identification) - <u>Perquisite Form</u> REQUIRED	741335	Yes	Yes	<u>Limited (1)</u>	Prohibited	
Student and other non-employee uniforms	741332	No	Yes	<u>Limited (1)</u>	Prohibited	

Notes:

Limited (1) - Special Conditions and specific prohibitions are detailed on Procurement Services' website; see specific links for details

Limited (2) - Approved or exempted IRB protocol required (see Shopping Guide for additional information).

Limited (3) - Allowable if no travel is involved; otherwise, should be purchased on a T-Card

Limited (4) - Allowable if specifically authorized by law

Additional Policies:

Alcohol Policy

Memberships

Moving Expenses

Perquisites Policy

Funds not included:

Activity and Service Fee Fund (610) - See SGA guidance

Athletics Booster Funds (635-636) - Must follow the Booster's approval and expenditure guidelines

Construction/Fixed Capital Outlay (8xx) - See BOG Regulation 14.003, Fixed Capital Outlay Projects

Foundation Funds (599) - Must follow <u>Foundation's approval and expenditure guidelines</u> and meet donor intent

Sponsored Research & Research Foundation (520-547, 551-570) - Must comply with all university and agency requirements, and must follow the terms of the

contract/grant

Student Technology Fee Fund (615) - See ITS guidance

Tuition Differential Funds (121, 126) - See Budget Office memorandum

Additional Resources - Please refer to the following sites for additional guidance on other types of purchases:

Auxiliary Accounting (Internal PO)

Carryforward Fund (140, 240, 241)

Expense Account Short List or Data Dictionary

FSU Fund Structure Guidance



Funds may only be expended for reasonable and appropriate goods or services necessary to accomplish the mission of the University. To be an allowable expenditure, a clear business

		Funding Source		Alt. Payment Method	
	Account	E&G / CF/			Electronic
Category	Code(s)	SRAD (A)	Auxiliary (B)	Pcard	Payment Request

FSU/OBS Printing Services

Longevity and retirement recognition for satisfactory services FS 110.1245

Non-monetary awards for volunteer recognition FS 110.503

Professional or other organizational membership dues FS 216.345

Purchasing Card Expenditures

Research Foundation Business Manual

Sponsored Research Administration Policies & Procedures

Sun Pass, Tolls-Florida Statute 112.061