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
• Peer Review and Research Board and Committee Members - more information located here
• 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.

Revised 8/17/2021