

FLORIDA STATE UNIVERSITY EXPENDITURE GUIDELINES The guidelines provided below are a source of information to help departments make sound purchasing decisions. Special attention may be paid to specific situations. Should you have questions, please call Accounts Payable at (850) 644-5021.	FUND SOURCE				
	EDUCATION & GENERAL 110 - 240	AUXILIARY 310-380	STUDENT ACTIVITIES 610	VENDING ● 620	ATHLETICS 630
GENERAL EXPENDITURES					
ANY ITEM PROHIBITED BY FEDERAL OR STATE LAW, OR FSU POLICY--ANY ITEMS FOR PERSONAL USE.	No	No	No	No	No
Accessories/Decorative Items (Always unallowable for PERSONAL USE)					
Desk accessories (pen/clock set, etc.)	No	No	No	Yes	No
Decorative items for use by individuals (globe, statues, plants, picture frames, etc)	No	No	No	Yes	No
Decorative/ Display items for use in common areas	No	No	No	Yes	Yes
Business Cards	Yes	Yes	Yes	Yes	Yes
Congratulatory & condolence flowers	No	No	No	Yes	Yes
Construction, remodeling, renovation	Yes	Yes	Yes	Yes	Yes
Fines, late fees, penalties (including parking tickets)	No	No	No	No	No
Honorariums	Yes	Yes	Yes	Yes	Yes
Legal advertisements	Yes	Yes	Yes	Yes	Yes
Plaques/ Awards (not to exceed \$100)					
Departmental Awards (not to exceed \$100)	Yes	Yes	Yes	Yes	Yes
Longevity and retirement recognition for satisfactory service (not to exceed \$100)	Yes	Yes	Yes	Yes	Yes
Non-monetary awards for volunteer recognition (not to exceed \$100)	Yes	Yes	Yes	Yes	Yes
Departmental Tokens for satisfactory service (not to exceed \$100)	Yes	Yes	Yes	Yes	Yes
Promotional Items (allowable for the promotion of FSU and the department only)					
Banners (permanent outdoor signs must have approval prior to purchase)	Yes	Yes	Yes	Yes	Yes
Clothing items	No	No	Yes	Yes	Yes
Invitations to University functions	No	No	Yes	Yes	Yes
Mugs, pens, bags, folders	No	No	Yes	Yes	Yes
Photography - supplies and services for promotion of the University	Yes	Yes	Yes	Yes	Yes
Rental space, supplies and services used to promote events	No	No	No	Yes	Yes
Shirts (for job identification) Perq form required.	No	Yes	Yes	Yes	Yes
MEALS and REFRESHMENTS (not for individuals)					
Alcoholic Beverages (Must follow The Florida State University Alcohol Policy found at http://unirel.fsu.edu/pages/spec_ev_07a_alcohol_policy.html)					
Fees collected event	No	Yes	Yes	Yes	Yes
Non-fees collected event	No	No	No	No	No
Catering for University functions as appropriate by fund & activity.	No	No	Yes	Yes	Yes
Student-centric events with food/ refreshments only where fees are collected for such expenses. (◆ Allowable on Housing Auxiliary without additional fee charged.)	No	Yes ◆	Yes	Yes	Yes
Refreshments such as coffee and doughnuts.					
Institutional meetings, seminars	No	No	No	Yes	Yes
Staff meetings or office "breaks"	No	No	No	No	No
Meals for job candidate, spouse	No	No	No	Yes	Yes
Meals for committee members	No	No	No	Yes	Yes
Meals gratuities (not to exceed 20% of the bill)	No	No	No	Yes	Yes

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EQUIPMENT AND FURNITURE FOR OFFICIAL BUSINESS USE					
Audio-visual equipment/ Business machines	Yes	Yes	Yes	Yes	Yes
Computer supplies and parts (Cables, mice, keyboards, computer cards, memory, surge protectors, hard drives, computer speakers, etc.)	Yes	Yes	Yes	Yes	Yes
Furniture (new or used)	Yes	Yes	Yes	Yes	Yes
Laboratory/ Housing equipment (Refrigerators/ coffeemakers & servers/ fans/ portable heaters/ stoves/ microwaves/ other equipment for classroom, health care, film storage, laboratory or Housing use ONLY with approval from EH&S.) Never appropriate for personal, office or breakroom usage.	Yes	Yes	Yes	Yes	Yes
OCO items of any kind (costs \$1,000 or more and life expectancy of 1 year or more)	Yes	Yes	Yes	Yes	Yes
Rentals (tents, equipment, etc)	Yes	Yes	Yes	Yes	Yes
Repairs and maintenance (athletic equipment, office machines and equipment, appliances, sewing machines, fitness equipment, vehicles)	Yes	Yes	Yes	Yes	Yes
PROFESSIONAL AND OCCUPATIONAL LICENSES AND FEES					
Dues/ Fees/ Tuition for professional, occupational or other licenses required for a person to perform his or her official duties.	No	No	No	No	No
Notary commission and seal for benefit of University.	Yes	Yes	Yes	Yes	Yes
RECRUITMENT SEARCH/ SCREENING ACTIVITIES					
Advertising, printing, postage	Yes	Yes	Yes	Yes	Yes
Moving Expenses (must obtain prior approval from HR and does not include transportation for family members)	Yes	Yes	Yes	Yes	Yes
SERVICES - Certain items and services must be approved through the Office of Telecommunications prior to purchase.					
Copying, photocopying, printing	Yes	Yes	Yes	Yes	Yes
Telecommunications (answering machines, pagers, telephone or cell phone equipment, or any equipment connected to a phone line, installation or repair services)	Yes	Yes	Yes	Yes	Yes
Postal services, printing, supplies and related costs.	Yes	Yes	Yes	Yes	Yes
Internet or other monthly recurring subscription charges for accounts necessary in the course of business.	Yes	Yes	Yes	Yes	Yes
Space rental	Yes	Yes	Yes	Yes	Yes
Design Services - design of promotional materials, media guides, tickets	Yes	Yes	Yes	Yes	Yes
Maintenance agreements	Yes	Yes	Yes	Yes	Yes
Professional Services for security, game officials, speakers, couriers	Yes	Yes	Yes	Yes	Yes

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STAFF DEVELOPMENT					
Books for job-related duties (books become property of the University).	Yes	Yes	Yes	Yes	Yes
Conferences and Conventions	Yes	Yes	Yes	Yes	Yes
Educational courses directly related to current job	Yes	Yes	Yes	Yes	Yes
Educational or leadership courses that primarily benefit the employee	No	No	No	No	No
Memberships & Registrations - fees for professional organizations and events	Yes	Yes	Yes	Yes	Yes
Other educational materials and supplies that benefit University	Yes	Yes	Yes	Yes	Yes
Rental of on-campus space	Yes	Yes	Yes	Yes	Yes
Subscriptions (Newspapers, magazines, periodicals relative to FSU activities and should not exceed one year)	Yes	Yes	Yes	Yes	Yes
Staff development and retreats					
Catering	No	Yes	Yes	Yes	Yes
Rental of space	No	Yes	Yes	Yes	Yes
STUDENT ATHLETES					
Any items prohibited by NCAA guidelines	No	No	No	No	No
Housing & Meal Allowance - room and board money provided to student athletes required to stay on campus between academic semesters					Yes
Awards to recognize the accomplishments of student athletes					Yes
Student Athlete Special Assistance Fund - allowable purchases under NCAA Special Assistance Fund guidelines					Yes
Student Athlete Opportunity Fund - allowable purchases under NCAA Opportunity Fund guidelines					Yes
Recruiting expenses for prospective student athletes					Yes
Athletics equipment and uniforms					Yes
Medical supplies and services					Yes
Meals related to athletic activities and recruiting					Yes
Gratuities (not to exceed 20% of the bill)					Yes

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SUPPLIES - Office Max is the preferred vendor for University office supplies.					
Audio, video tapes or CDs, blank or prerecorded for University business	Yes	Yes	Yes	Yes	Yes
Auto parts (from parts stores, not gas stations)	Yes	Yes	Yes	Yes	Yes
Binding equipment and supplies	Yes	Yes	Yes	Yes	Yes
Boat parts and supplies	Yes	Yes	Yes	Yes	Yes
Controlled substances (ethyl alcohol, DEA items, gases, radioactive materials, hazardous chemicals)	Yes	Yes	Yes	Yes	Yes
Copier supplies (must obtain contract pricing)	Yes	Yes	Yes	Yes	Yes
Copying, printing, photocopying	Yes	Yes	Yes	Yes	Yes
Drafting Supplies, laminating supplies	Yes	Yes	Yes	Yes	Yes
Fax supplies (only supplies, not fax machines)	Yes	Yes	Yes	Yes	Yes
Frames for pictures or art	No	No	No	No	No
Gasoline or diesel fuels	Yes	Yes	Yes	Yes	Yes
HVAC filters or similar items	Yes	Yes	Yes	Yes	Yes
Library materials and supplies	Yes	Yes	Yes	Yes	Yes
Live animals	Yes	Yes	Yes	Yes	Yes
Magazines (single copy or subscription as long as 1 year or less)	Yes	Yes	Yes	Yes	Yes
Medical/Dental supplies & services for students and department use	Yes	Yes	Yes	Yes	Yes
Microfilm and Microfiche supplies	Yes	Yes	Yes	Yes	Yes
Miscellaneous hardware and electrical supplies	Yes	Yes	Yes	Yes	Yes
Miscellaneous scientific/ industrial supplies and hardware (clamps, nuts, bolts, wire, fluids, welding supplies, fittings, electrical supplies, tooling and components).	Yes	Yes	Yes	Yes	Yes
Miscellaneous scientific lab ware (filters, flasks, glassware, stirrers, pipettes, etc)	Yes	Yes	Yes	Yes	Yes
Musical supplies (sheet music, purchase and rental, strings, repair parts, repairs)	Yes	Yes	Yes	Yes	Yes
Name plates, tags, ID badges	Yes	Yes	Yes	Yes	Yes
Office supplies (only through FSU contractor: Office Max)	Yes	Yes	Yes	Yes	Yes
Photographic supplies and services (film, paper, developing, slides, photo chemicals - NO PICTURE FRAMES)	Yes	Yes	Yes	Yes	Yes
Pine straw, sand, gravel, (use FSU contracted vendor if available)	Yes	Yes	Yes	Yes	Yes
Plumbing supplies (pipe, hose, & fittings)	Yes	Yes	Yes	Yes	Yes
Police supplies (not to include guns, ammunition, or clothes)	Yes	Yes	Yes	Yes	Yes
Postal supplies (preprinted mailing lists, mailing labels)	Yes	Yes	Yes	Yes	Yes
Preprinted materials (articles, reprints, books, brochures, directories, forms, instructional materials, labels, maps, pamphlets)	Yes	Yes	Yes	Yes	Yes
Safety supplies-protection equipment and supplies (safety glasses, shoes, harnesses, waist/back belts, hard hats, shop safety items, etc) PERQ FORM MAY BE REQUIRED - Please see HR policy #OP-C-7-D13 Perquisites	Yes	Yes	Yes	Yes	Yes
School supplies and games	Yes	Yes	Yes	Yes	Yes
Shop supplies and tools (mechanical, etc)	Yes	Yes	Yes	Yes	Yes
Software (purchase through state contract if applicable)	Yes	Yes	Yes	Yes	Yes
Stage props & supplies	Yes	Yes	Yes	Yes	Yes
Typewriters and supplies, time clocks, time cards	Yes	Yes	Yes	Yes	Yes
Uniforms (required for job) PERQUISITE FORM IS REQUIRED - Please see HR policy #OP-C-7-D13 Perquisites	Yes	Yes	Yes	Yes	Yes
Waste containers	Yes	Yes	Yes	Yes	Yes

● Purchases from the vending fund must be accompanied by the following statement on the requisition: "I certify this purchase serves the best interest of higher education in Florida."