

Updated Expenditure Guide

Hello University Community,

An updated Expenditure Guide, version March 9, 2021, has been posted and is available by clicking [here](#).

The updates include:

- The Method column for Payment Request Form was updated to also include the Employee Payment Form with a footnote that payment must adhere to the respective form’s guidelines
- The Limited¹ footnote articulating Procurement Services review is required was updated to state that a signed contract constitutes such review and approval
- Under Staff Development:
 - “Conferences and Conventions” was updated to include virtually held events
 - Added “Courses and Exam Fees to Achieve or Maintain Certification” are allowed if it is job required per job description
 - Correspondingly, removed “Prep Courses and Exam Fees to Achieve or Maintain Certification” as not allowed
- Under FLORIDA BAR and/or OTHER DUES and FEES (Job REQUIRED), “Occupational/professional license fees” was updated to include job required per job description
- Educational & General Funding Source was updated to include Carryforward and a corresponding footnote that Carryforward may only be used for nonrecurring expenditures

Thanks,

George Cotter

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