



UNIVERSITY OF FLORIDA

REQUEST FOR APPROVAL OF PERQUISITES OR SALE OF GOODS AND SERVICES

To:
 Human Resource Services
 Classification & Compensation
 PO Box 115009
 Gainesville, FL 32601
 Fax: (352) 392-2477 or 846-3058

From:
 College/Division: _____
 Department: _____
 Contact Person: _____
 Mailing Address: _____
 Phone: _____
 Email: _____
 Fax: _____

ACTION REQUESTED *(Check one)*

- New request**
- Revise** existing request # _____
- Delete** existing request # _____

LOCATION INFORMATION

Department/Facility: _____
 Address: _____
 County: _____

STAFF TO WHICH REQUEST APPLIES AND ANNUAL COST PER FTE

The first five columns must be completed for each request. The last three columns (annual cash allowance, housing fair market, and annual charge to employee) may only apply to certain requests.

Class Title	Job Code	Salary Plan	Total FTE	Annual Cost	Annual Cash Allowance	Housing Fair Market	Annual Charge to Employee
<i>Sample—Custodial worker</i>	<i>001064</i>	<i>TU2N</i>	<i>5.00</i>	<i>100.00</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>
1							
2							
3							
4							

Total Annual Cost for All Positions: \$ _____ Start Date: _____ End Date*: _____
 (*cannot exceed fiscal year-end)

BASIS FOR COST DETERMINATION *(In the space below, specify vendor/source and any cost/charge variations. Provide attachment if necessary.)*

DESCRIPTION OF PERQUISITE(S): _____

Goods/Services Code(s): _____

JUSTIFICATION/REMARKS *Please explain why this request is required and in the best interest of the university*

Required? Yes* No Justification Code(s): _____

Comments: _____

COLLEGE/DIVISION APPROVAL

Name: _____ Signature: _____ Date: _____

DIVISION OF HUMAN RESOURCES APPROVAL

Signature: _____ Date: _____

Jodi D. Gentry, Vice President

ACTION TAKEN: Approved Disapproved Request Number: _____

Helpful information

Authority University of Florida Rule 6C1-1.101(7)(c), Perquisites/Sale of Goods and Services

Perquisites are goods and services that may be given to, used by, or provided at reduced cost to university employees. Such goods and services are considered additional compensation, and/or reduce the employee's personal expenses.

Typical perquisites include low- or no-rent housing, utilities, uniforms, laundry service, and non-professional certification or licensure. Payments for these items will not be authorized by University Disbursement Services without evidence of approval.

Safety items such as protective outer garments **do not require approval** as a perquisite.

The completed form (reviewed and authorized by your Dean, Director, or Vice President) must be submitted to Classification & Compensation, PO Box 115009, for review. Final approval rests with the Vice President for Human Resources.

Definitions

Annual charge to employee: Any actual charge to the employee, such as rent

Annual fair-market value: Applies only to housing

Annual maintenance-allowance cost: Direct cash allowance payment to the employee, such as for the cleaning of uniforms

Goods and Services Code: See separate list or call Classification and Compensation at 392-2477 for assistance

Justification Code: See separate list or call Classification and Compensation at 392-2477 for assistance

Total cost for all positions: FTE times the number of employees in all classes times the number of classes

For assistance in completing this form, please contact Classification and Compensation at (352) 392-2477