



# 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

**Clear Form**

**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