

Material & Supply Fees/Equipment Use Fees

3/19/15

Sheri P. Austin, Asst. Vice President, University Budgets

Applications to establish or adjust Material and Supply Fees and Equipment Use Fees for the Spring 2015 Term are now being accepted. All departmental requests should be submitted no later than September 12, 2014 and Deans approvals by September 19, 2014. Provost required approval requests should be approved by the Dean and submitted **no later than September 12, 2014**.

Existing fees should be reviewed to determine if you are charging the appropriate fee to cover the resources needed. Amounts exceeding \$50 per course for M&S Fees must be substantiated. A maximum of \$30 per credit hour has been established for EU Fees. Exceptions to this maximum will need to be submitted and approved by the Dean and will be reviewed by the Provost.

Please submit requests needing Provost Approval no later than September 12, 2014 to allow sufficient time for a 10-15 minute meeting with Dr. Glover for his approval. No requests requiring Provost Approval will be accepted after September 12, 2014.

You will need to submit a separate form for each term if you want to change the fees or items to be purchased. If there is no change you will **not** need to submit a new form, the fee will continue until a change is initiated.

Colleges and Departments are reminded that (1) you must maintain records of the revenue and expenditures made per course; (2) available M&S cash balances must be below 15% of term revenues two weeks after the close of classes. Failure to maintain this minimum balance will result in the loss of subsequent term fees.

The M&S and EU Fee Request and Approval Processes should be completed through the eForms Course Fee System utilizing electronic workflow. To ensure your area has the information they need to successfully manage the updates, you can find an online Toolkit and quick start instruction guides for new, update or deletions of fees at the below site.

<http://hr.ufl.edu/training/myUFL/Toolkits/Material.asp>.

If you have new personnel assigned to this task, Security roles should be requested from your Department Security Administrator (DSA). New security requests are processed overnight.

Security Roles are as follows:

Department (Form Originators): UF_COURSEFEES_DEPT_USER

Dean or Designee (Approvers): UF_COURSEFEES_DEPT_DEAN

Please contact Stephanie Nielsen at 392-2120 or snielsen@ufl.edu if you have any questions.

cc: J. Bernard Machen, President
Matt Fajack, Vice President & Chief Financial Officer
Joseph Glover, Provost & Senior Vice President