**Material & Supply and Equipment Use Fee recertification Policy**

Material & Supply and Equipment Use Fees effective summer 2015 will have to be re-certified each semester. This will require review of current eForm in place and confirmation that the fee is to remain the same with all of the same line items or advise of necessary changes by updating the eForm when semesters are open.

There is an eForm being created that will allow for recertification via UF Campus Solutions however until that is created and in place the Univeristy Budget Office will post a list of all courses by department ID on the Sharepoint drive <https://share.cfo.ufl.edu/MaterialSuppliesEquipUse/SitePages/Home.aspx> and each department will be responsible for documenting that the current eForm has been reviewed and either approved or updated.