

Request for Approval of Perquisites

Contact Person:

Contact Phone Number:

Email:

Position Title:

Department ID:

College/Admin Unit:

Action Requested

New Request

Revise Existing

Location Information

If different from the college/unit location.

Address:

Staff to which the request applies and annual cost

The first five columns must be completed. The last three columns (annual cash allowance, housing fair market, etc.) may only apply to certain requests. For larger requests, please attach a PDF or spreadsheet along with a signed form.

Class Title	Job Code	Salary Plan	Total FTE	Annual Cost	Annual Cash Allowance	Housing Fair Market	Annual Charge to Employee	Goods or Service Code	Justification Code
<i>Sample – Custodial worker</i>	001064	TU2N	5.00	100.00	NA	NA	NA	D40	SEC
Total									

Description & Basis for Cost Determination

In the space below, provide a description of the items to be purchased. Explain why this request is required, job related, and in the best interest of the University. Specify vendor or source and any cost/charge variations. Provide attachment if necessary.

Approval

The undersigned certify the accuracy of all information herein to the best of their knowledge and approve this action.

Requestor

Date

Chair/Director

Date

Dean

Date

Vice President

Date

Helpful information

Authority University of Florida Rule 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, Vice President or Designee**) must be submitted to Classification & Compensation, via email to compensation@ufl.edu. 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 list below or call Classification and Compensation at 273-2842 for assistance.

Justification Code: See list below or call Classification and Compensation at 273-2842 for assistance.

Total cost for all positions: Total cost of all perquisites involved in the request.

Perquisite Codes

Description Code	Description
A10	Paid Parking
D10	Formal Clothing Allowance
D40	Clothing - Identification
D55	Uniform/Clothing/Footwear Maintenance Allowance
D72	Clothing - Protective Outer Wear
E20	Equipment - Diving Gear

Description Code	Description
E40	Equipment - Safety Equipment
G10	Transportation
H10	Housing - Utilities Provided
H12	Housing - No Utilities Provided
H20	Mobile Home Space - Utilities Provided
H22	Mobile Home Space - No Utilities Provided
I10	Monetary Allowance - Other
I20	Monetary Reimbursement - Personal Property Replacement
L10	Licenses
M10	Meals
P10	Physicals/Immunizations
U10	Uniform - With Footwear, No Allowance or Laundry Service
U11	Uniform - With Footwear, With Allowance or Laundry Service
U30	Uniform - No Allowance or Laundry Service
U32	Uniform - With Allowance or Laundry Service

Justification Codes

CODE	PRIMARY JUSTIFICATION
ACC	Access
COD	Continuous On-Duty
CON	Convenience
ER	Emergency Response
H&S	Health and Safety
ID	Identification
MON	Monitoring
OTH	Other
PRO	Protection
PR	Public Relations
SAN	Sanitation
SEC	Security