

TSC USE OF FUNDS GUIDE

For guidance, please contact Tawana Carter, the Budget and Cost Analysis Manager, at tawana.carter@tsc.fl.edu.

The footnotes are described on page three of this document. For travel-related expenses, refer to the TSC *Travel Manual* located at www.tsc.fl.edu. For grant-related expenses, refer to your grant coordinator.

Office Supplies	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Bottled water, jugs and sports drinks	N	N (3,4)	Y	Y	N
Business cards, name tags, and name plates	Y	Y	Y	Y	N
Cleaning supplies	N	N (3,4)	Y	Y	N
Ink cartridges, printer labels, and USB drive	Y	Y	Y	Y	Y
Congratulatory and condolences items	N	Y (3,4)	Y	Y	N
Seasonal decorations	N	N	N	Y	N

Equipment	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Coffee makers, and kitchen items	N	N	N	Y	N
Computers, keyboards, laptops, and monitors, etc.	Y	Y	Y	Y	Y
Office décor, clocks, lamps, pictures, rugs, and statues	N	N (3)	N	Y	Y
Office desks, chairs, furniture, and printers	Y	Y	Y	Y	Y
Stoves, microwaves, refrigerators, and toaster ovens	N	N	N	Y	N
Vehicle and golf carts	Y	Y	Y	Y	Y

Apparel	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Department law enforcement uniforms	Y	N	Y	Y	N
Athletic uniforms	Y	N	Y	Y	N
Apparel, garments, and accessories, etc.	N	Y	Y	Y	N

Educational Supplies	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Online student testing	Y	N	N	Y	N
Agricultural items	Y	N (3,4)	Y	Y	N
Pencils, pens, and paper	Y	Y	Y	Y	N

Food and Beverage Purchase	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Coffee, creamers, sugar plates, utensils, etc.	N	N (3,4)	Y	Y	N
Committee meetings	N	N (3,4)	Y	Y	N
Clubs and organization meetings	N	N (3,4)	Y	Y	N
Food for instructional purposes	N	N	Y	Y	N
Gift cards for student meals	N	N (4)	Y	Y	N

Miscellaneous	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Award and Honorariums	N (6)	N (3,4)	Y	Y	N
Employee parties: birthday, office, and retirement	N	N	N	Y	N
Institutional membership	Y	Y	Y	Y	N
Flower arrangements	N	Y (3,4)	Y	Y	N
Gift cards	N	N (3,4)	Y	Y	N
Office décor clocks, lamps, pictures, rugs and statues	N	N	Y	Y	N
Seasonal decorations	N	N (3,4)	N	Y	N

Personal Items	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Chair cushions	N	N	N	Y	N
Decorations, office décor, clocks, lamps, etc.	N	N	N	Y	N
Fans, heaters, humidifiers, and refrigerators	N	N	N	Y	N

Fund Use Guidelines are examples of prohibited items and may not be all inclusive.

- 1.) Employees who may require a specific item for medical/health reasons should contact ODHR for available resources for the Americans with Disabilities Act (ADA).
- 2.) Outreach and recruitment purchases are permitted.
- 3.) Subject to grant provisions as some grants allow for this type of expense.
- 4.) Student activities including club, organization, and student advisory meetings are permitted to purchase food and non-alcoholic beverages. **Cannot be used for employee meetings.**
- 5.) Departmental uniforms may be purchased if required for safety, identification (such as security officers), or other business-related purposes.
- 6.) Institutional advancement recognition awards.