



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 A6200 University Center
 Tallahassee, FL 32306-2410
 Phone: (850) 644-6034
 Fax: (850) 645-4670
 Email: hr@fsu.edu

Perquisites or Sale of Goods and Services Request for Approval

Submit this form to the Office of Human Resources (hr@fsu.edu or mail code 2410)

Department Name _____
 Campus Mail Code _____
 Department Contact Person _____
 Email _____
 Telephone Number _____

- Is this a New Request or Revised Request (*check one*)
- Is the request for:
 - a one-time purchase?
 - recurring purchases? Specify frequency (*annual, every semester, etc.*) _____

Note: Approvals for recurring purchases will automatically expire five years from the approval date. Substantial cost increases may also trigger the need for a new approval, on a case-by-case basis.

- Is the perquisite/sale of goods and services a condition of employment for the employee(s)? Yes No

4. Item Description

a.	Goods or services, short description:
b.	Narrative description:

5. Justification/Purpose narrative

- The total number of employees to receive the requested perquisite is _____.
- Per item unit cost _____. Basis for cost/fair market value determination _____.
- Per unit cost information by Salary Plan (AEX, A&P, Faculty, USPS, OPS). Total annual cost for all positions _____.

Salary Plan	Job Code	Title	Total FTE in Title	Annual Cost or One Time Cost	Fair Market Value

9. _____
 Requesting Department Authority Date

Review/Approvals

Associate Vice President for Human Resources (*Or Designee*) _____ Date _____
 Endorsed Not Endorsed

Division Vice President (*Or Designee*) _____ Date _____
 Approved Denied