

approvals. You can [submit travel requests](#) through the College of Arts & Sciences Business Support Services (BSS) office. Your department may have additional steps that could be required before you submit a travel request to BSS. Please check with your department staff to see if any apply.



Purchasing

- USF Policy/State Law does not allow for purchases that are not preauthorized by a USF issued purchase order, a fully approved travel authorization, or made by a USF Pcard.
- A purchase order must be in place before any goods or services are invoiced to the university. A purchasing request can be requested through BSS. After-the-fact purchase orders could result in a fine imposed by USF to the account making the purchase.
- The University has an exclusive contract with Office Depot for office supplies. All office supplies must be purchased through Office Depot.
- **DO NOT PURCHASE ANY COMMODITIES USING YOUR OWN FUNDS. TRAVEL IS THE ONLY EXCEPTION.** There are very limited instances where a faculty member may be reimbursed for items purchased using their own funds.
- Please consult with department staff or the BSS office before making any purchases. Additional information can be found on the University Controller's office website
- Faculty should not participate in decisions involving purchases with an outside agency they are also employed by or have a contractual relationship.

Procurement Cards

- General information regarding procurement cards (Pcards) can be found on the University Controller's office website
- Research active faculty in CAS with a business o o Tw (bus42 361.1992 Tm (23U)1348 (5 Tw (a

