

College of Arts & Humanities Equipment Fee Policies and Procedures

All equipment fee activities must be conducted in accordance with all University policies and State and Federal regulations. For more information refer to:

Establishment of Fees

Please refer to:

- UCF Graduate Council Policy Equipment and Facility Fee 01/10/2008 found at <https://graduatecouncil.ucf.edu/archives/>
- UCF Office of Undergraduate Studies Equipment and Facility Fee Resources found at <https://undergrad.ucf.edu/dtl/for-faculty/upcc/>

Please contact Trisha Farmer, Assistant Director of Academic Programs, for questions regarding the establishment of Equipment fees.

Spending Equipment Fee Funds

Equipment fees are charged to all students within the department of their major. As such, Equipment fee funds should be used only for the purchase and maintenance of equipment that services all (or most) students within a given major.

When charging to an Equipment fee department, please make sure that the appropriate account codes are used. For example, while account codes for Equipment & Machinery (755002) or Computer Equipment & Software (755005) are allowed, the use of Equipment Fee funds are prohibited on items with an Educational Material & Supplies (734101) account code.

The Dean's Office reserves the right to audit any and all purchases made with Equipment fee funds and it will be the CAH Unit's responsibility to correct any impermissible charges.

Please contact Joe Schofield, Assistant Director Administrative Services, for questions regarding Equipment fee purchases.