

## **College of Arts & Humanities**

### **Material and Supply Fee Policies and Procedures**

All material and supply 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 Office of Undergraduate Studies Material and Supply Fee Resources found at <https://undergrad.ucf.edu/dtl/for-faculty/ucrc/>

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

#### **Spending Material & Supply Fee Funds**

Material & Supply Fees are associated with a particular course, and are therefore charged to all students within the course. M&S fees should be used to purchase consumable items needed for these specific courses. Fees collected for one class cannot be used to purchase materials or supplies for a different class.

When making purchases with M&S fee funds, please reference the course number with which the items are associated. For example, if a Pcard is used to purchase ink for an Art course, an ART XXXX course number should be referenced on the Pcard charge description and receipt.

The Dean's Office reserves the right to audit any and all purchases made with Material & Supply 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 Material & Supply fee purchases.