



# MATERIALS & SUPPLY FEE REQUEST

(Departments: Forward to your dean's office for input into the CatalogDB)

Materials and Supplies fees are associated with permanent, individual courses (not special topics). Florida statutes specify this fee is to “offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.” Thus, they must be used for expendable or consumable items (lab or course supplies, handouts, examination forms) but cannot be used for personal services or equipment purchase or rental. Currently, expenditures for tests and syllabi are not approved by the Provost.

All requests must be submitted by the college to the Undergraduate Course Review Committee (UCRC) by October 31, 2008, to meet deadlines of the UCRC and the Graduate Council. Approved fees become effective the Fall 2009 semester.

List the actual costs needed for the course, even if they exceed the current maximum of \$45. Itemize costs on either a per-student or per-class basis. If approved, departments must maintain detailed accounting of all expenditures and be prepared to present evidence on how the funds were expended on this course in the event of an audit. Forward completed form to your Dean's office for input into the CatalogDB.

College: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Prefix &#: \_\_\_\_\_ Title: \_\_\_\_\_

Current M&S Fee: \_\_\_\_\_ Requested M&S Fee \_\_\_\_\_ Estimated annual enrollment: \_\_\_\_\_

Briefly explain how the fees will be used: \_\_\_\_\_

Detailed accounting of expenditures (attach additional pages if necessary): Basis: cost per \_\_\_\_\_ student(s):

Units needed      Description      Unit Cost      Total Cost

Grand total \$ \_\_\_\_\_ Total per student \$ \_\_\_\_\_ Provost approved Total per student \$ \_\_\_\_\_

Recommending Authority	Approved	Denied	Signature	Date
Requesting Chair				
College Dean or designee				
Chair, UPCC or Graduate Council				
Provost				

Distribution if approved: Student Accounts  F&A  Registrar  CatalogDB  College  Department