



University of Central Florida

Perquisite Request Form

Request for Perquisites or Sale of Goods & Services

Perquisite # _____

Division: _____
 Prepared By: _____

Department: _____
 Contact Email: _____

Last Name	First Name	Employee ID #	Pay Plan*	Employee Title	Perquisite Item	Cost Per Item	Number of Items	Total Cost Per Employee

*Pay Plan Options: A&P, Faculty, OPS, USPS

**Source of Funds: AUX, C&G, E&G, LOCAL

Funding Code #:

Total Page 1	
Source of Funds**	



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Total Page 2	
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Perquisite # _____

Total Page 1	
Total Page 2	
Grand Total	

Justification for Perquisite Request

Dean or Director Name

Dean or Director Signature

Date

To be Completed by Human Resources		
Request for New Perquisite	_____	
Request to Modify Existing Perquisite	_____	Perquisite # _____

HR Reviewing Authority Name

HR Reviewing Authority Signature

Date

Division Vice President Name

Division Vice President Signature

Date

Once signed by the Vice President, please return to Human Resources. Email to Comp@ucf.edu

Updated 5/09/2022

5/2022/2021



Perquisite Request Form Instructions

Request for Perquisites or Sale of Goods & Services

A perquisite is a good or service provided to employees because of a job requirement. Perquisites are provided to employees at no cost or at a reduced cost paid by the employee.

For OSHA safety compliance reasons, some goods and services are automatically provided to employees to protect them from injury, ensure their well-being, and to prevent any potential liabilities to the university. These goods include safety items (back support belts, safety shoes and boots, goggles, rubber gloves, protective headgear, and bulletproof vests) and equipment and protective outer garments. Other goods and services such as other uniforms, certifications and exam fees and transportation (only for the transfer from one work location to another work location) are considered perquisites because job requirements make it necessary for employees to possess or use them. For example, uniforms identifying employees for security reasons or because it is necessary for them to be immediately, visually identified are permissible perquisites as they serve as information services resources at University functions.

Shirts simply identifying employees' affiliation with a social club or activity are not permissible perquisites.

Permissible perquisites include-

1. **Job required non-professional certification/examination fees** (excluding license fees for professions): Class D Commercial Driver's Licenses, Refrigerant and Transition Recovery Certification, Waste/Wastewater/Plant Operator Certification, State Fire Safety Inspector's Certification, etc.
2. **Uniforms**: for medical, law enforcement, food service, custodial, maintenance and groundskeeping personnel.
3. **Coveralls**
4. **Shirts**: to provide visual identification of UCF employees, student workers, and volunteers.

The approval process for the Perquisite Form is as follows-

1. The requesting department submits a Perquisite Form to HR;
2. HR approves the Perquisite Form based on the above criteria;
3. HR completes the "To Be Completed by Human Resources" section on the form;
4. HR submits the form to the appropriate Vice President or designee for final approval;
5. HR emails a copy of the approved form to the requesting department, Finance & Accounting, and Purchasing; and
6. The requesting department purchases the good or service by following the appropriate Finance & Accounting and Purchasing procedures for procurement.