

## Uniform Perquisite Process Change

Purchasing News <PURCHASING@LISTSERV.USF.EDU>

on behalf of

George Cotter III <gcotter@USF.EDU>

Mon 1/8/2024 11:01 AM

To: PURCHASING@LISTSERV.USF.EDU <PURCHASING@LISTSERV.USF.EDU>

Hello University –

Perquisite approval for uniforms should now be made by an appropriate departmental level approver.

A Perquisite form and approval by Procurement is NOT required for the purchase of uniforms. **The department MUST have a written procedure in place for the required wearing of uniforms.** Approval may be obtained and documented from the appropriate department approver.

Example of a written procedure: *Employees are provided USF Dept X branded/embroidered apparel that is required to be worn during normal work hours and/or during university events and activities with a USF employee name tag to clearly identify USF employees for the benefit of students, faculty, staff, and campus visitors.*

For more information on Perquisites, please visit the [Procurement Services website](#).

### George Cotter

Assistant Vice President Procurement and Payment Services

University of South Florida

4202 E. Fowler Ave. SVC 1073, Tampa, FL 33620

(813) 974-3340

[gcotter@usf.edu](mailto:gcotter@usf.edu)

[www.usf.edu](http://www.usf.edu)



*Due to Florida's broad open records law, email to or from university employees is public record, available to the public and the media upon request.*

---

To unsubscribe from the PURCHASING list, click the following link:

<https://listserv.usf.edu/scripts/wa.exe?>

[TICKET=NzM4OTIzIGJtYXRpZXJAVVNGlkVEVSBQVVJDSEFTSU5HIOP%2Fii%2Bde9aS&c=SIGNOFF](https://listserv.usf.edu/scripts/wa.exe?TICKET=NzM4OTIzIGJtYXRpZXJAVVNGlkVEVSBQVVJDSEFTSU5HIOP%2Fii%2Bde9aS&c=SIGNOFF)