

**\*TO BE COMPLETED BY RECORDS CUSTODIAN AND APPROVED BY REQUESTOR BEFORE ACTUAL PRODUCTION**

UNIVERSITY OF SOUTH FLORIDA PUBLIC RECORDS INVOICE*															
1. Description of Public Records Request ("PRR"):															
2. Date of PRR:															
3. Name, Address, Telephone Number of Public Records requestor:															
4. Name, Title, and Department of Records Custodian:															
ESTIMATED COST OF DUPLICATION		ACTUAL COST OF DUPLICATION (To be paid by requestor before release of documents)													
Estimate (including extensive use of IT resources, file retrieval, etc.): <i>Estimates for extensive IT resources do not include costs associated with review and redaction of records resulting from IT's search</i>		Actual cost of IT resources:													
Estimate of labor cost (extensive clerical and / or supervisory labor): <i>(i.e., review and redaction of documents)</i>		Actual cost of labor:													
**Estimate cost of duplication:		**Actual cost of duplication:													
<b>Total Estimated Cost:</b>		<b>Total Actual Cost:</b>													
Payment of the <b>estimated costs</b> authorizes USF to move forward with this PRR and obligates the requestor to be responsible for any additional costs.  _____ Signature of Requesting Party <span style="float: right;">_____</span> Date		<b>Total payment should be submitted <u>with a copy of this form</u> directly to:</b>  <b>USF Cashier's Office</b> <b>4202 E. Fowler Avenue, SVC 1039</b> <b>Tampa, FL 33620</b>													
Estimated time for pick-up:		*The USF Cashier's Office will deposit to auxiliary account: <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #ffff00;">Acct. No.</th> <th style="background-color: #ffff00;">Op Unit</th> <th style="background-color: #ffff00;">Fund</th> <th style="background-color: #ffff00;">Dept.</th> <th style="background-color: #ffff00;">Product</th> <th style="background-color: #ffff00;">Initiative</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> and will issue a receipt upon request. Records will be released when a receipt confirming payment is presented to the Records Custodian.		Acct. No.	Op Unit	Fund	Dept.	Product	Initiative						
Acct. No.	Op Unit			Fund	Dept.	Product	Initiative								
Submitted to Requestor by (office):															
_____															
Date															

See F.S. 119.07 copy costs (15¢ one sided copies)

**\*\*Some Public Records Requests require more than one invoice depending on the steps required for production.**