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:

<table>
<thead>
<tr>
<th>ESTIMATED COST OF DUPLICATION</th>
<th>ACTUAL COST OF DUPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To be paid by requestor before release of documents)</td>
<td></td>
</tr>
</tbody>
</table>

- **Estimate (including extensive use of IT resources, file retrieval, etc.):**
  - Estimates for extensive IT resources do not include costs associated with review and redaction of records resulting from IT’s search
  - Estimate of labor cost (extensive clerical and / or supervisory labor):
    - (i.e., review and redaction of documents)

- **Actual cost of IT resources:**
  - **Actual cost of labor:**

- **Estimate cost of duplication:**
  - **Actual cost of duplication:**

| Total Estimated Cost: | Total Actual Cost: |

Payment of the estimated costs authorizes USF to move forward with this PRR and obligates the requestor to be responsible for any additional costs.

Signature of Requesting Party __________________________ Date __________

Total payment should be submitted with a copy of this form directly to:

USF Cashier’s Office
4202 E. Fowler Avenue, SVC 1039
Tampa, FL 33620

Estimated time for pick-up: ____________________________

Submitted to Requestor by (office): ____________________________ Date __________

*The USF Cashier’s Office will deposit to auxiliary account:

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Op Unit</th>
<th>Fund</th>
<th>Dept.</th>
<th>Product</th>
<th>Initiative</th>
</tr>
</thead>
</table>

and will issue a receipt upon request. Records will be released when a receipt confirming payment is presented to the Records Custodian.

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.**