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

### UNIVERSITY OF SOUTH FLORIDA
PUBLIC RECORDS CHARGE DOCUMENT

1. **(a) Description of Public Records Request (“PRR”):**

   **(b) Date of PRR:**

   **(c) Description of reference line on PRR:**

2. **Name, Address, Telephone Number of Public Records requestor:**

3. **Name, Title, and Department of Records Custodian:**

4. **ESTIMATED COST OF DUPLICATION**

   **ACTUAL COST OF DUPLICATION**

   *(To be paid by requestor before release of documents)*

   - Return Charge Document by mail or facsimile to:
     - **Office:** ________________________
     - **Attention:** ________________________
     - **4202 E. Fowler Avenue, Mail Code:** __________
     - **Tampa, Florida 33620**
     - **Facsimile:** __________
     - **Telephone:** __________

   - **Estimate (including extensive use of IT resources, file retrieval, etc.):**
   - **Actual cost of IT resources:**

   - **Estimate of labor cost (extensive clerical and / or supervisory labor):**
   - **Actual cost of labor:**

   - ****Estimate cost of duplication: See e-mail for breakdown**
   - ****Actual cost of duplication:**

   - **Total Estimated Cost:**
   - **Total Actual Cost:**

   - **I hereby agree to pay the actual cost of duplication, computer processing, and labor for copies of the public records requested and understand that final costs may vary somewhat from the above-indicated estimate.**

   - **Signature of Requesting Party**
   - **Date**
   - **(Not Required)**

   - **Estimated time for pick-up:**

   - **Submitted to Requestor By (office):**

   - **Date**

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

   - **USF Cashier’s Office**
     - **4202 E. Fowler Avenue, ADM 131**
     - **Tampa, FL 33620**

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

   - **Acct. No.**
   - **Op Unit**
   - **Fund**
   - **Dept.**
   - **Product**
   - **Initiative**

   - **and will issue a receipt upon request. Records will be released when a receipt confirming payment is presented to the Records Custodian (unless alternate arrangements are made).**

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