

<b>SUBJECT:</b> Direct Owner Purchase Program (DOP) for Major and Minor Construction	<b>Effective Date:</b> 5/17/13	<b>Policy Number:</b> FSP 2013 RM0011	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Director, Resource Management, Facilities and Safety		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all Contractors, UCF Project Managers, Facilities Planning and Construction, the Facilities & Safety Business Office (FSBO), and Purchasing personnel who use or manage the Direct Owner Purchase Program to procure materials and fixed equipment used in building construction.

**BACKGROUND:**

Florida Statute 212.08(6) exempts the University of Central Florida, as a political subdivision of the State of Florida, from sales tax imposed by Florida Statute, Chapter 212. Florida Administrative Code (“F.A.C.”), Rule 12A-1.094, Public Works Contracts, governs the taxability of transactions in which contractors manufacture or purchase supplies and materials for use in all public works contracts.

**POLICY STATEMENT:**

UCF will pursue state sales tax savings for selected materials and fixed equipment purchased as part of a building construction project when the cost of the item is \$5,000 or greater. The transactions must follow the guidelines as stated in the above F.A.C. Rule 12A-1.094. UCF reserves the right to disallow materials for this program, including precast concrete. In order to pursue the sales tax savings, the DOP Procedure, FS 2013 RM0018 must be followed. Taggable or moveable assets may not be purchased through this program; their procurement procedures are found in the Taggable Assets Procedure, FS 2013 RM0018.

**DEFINITIONS:**

**Direct Owner Purchase Program (DOP):** The direct purchase, for the sole purpose of sales tax savings, of materials and fixed equipment intended to be used in a building’s construction.

**Taggable, moveable assets or property:** Capitalized assets or property costing \$5,000 or more, purchased with construction or F&E funds, and marked by the Property Department with an assigned numbered decal.

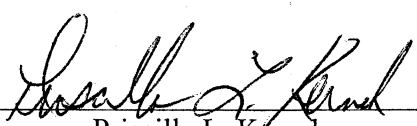
**REFERENCES:**

BOG Regulation 14.020, University Supervision of Construction Program

Direct Owner Purchase Program Instructions (and forms)

Florida Administrative Code, Rule 12A-1.094

FS Chapter 212.08(6) Exemptions; Political Subdivisions

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	5/17/13