

**Business Affairs**  
Division of Environmental Health & Safety

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Gainesville, FL 32611  
352-392-1591  
[www.ehs.ufl.edu](http://www.ehs.ufl.edu)

January 5, 2018

Dear EH&S Customer:

We have some exciting news to share! Environmental Health & Safety now accepts credit cards for payment of permits up to \$5,000 from off campus contractors and customers who do not use the MyUFL System. With the acceptance of credit cards, EH&S will no longer bill for permits. Permits must be paid in full prior to being released or when the permit is picked up from the EH&S Codes office. Permits can be picked up Monday - Friday, 8:00 AM – 4:00 PM. Methods of payment include check, money order, Chartfield information, or credit cards (non-MyUFL customers).

**Payment Options:**

- **Credit Cards** - Accepted from non-MyUFL customers on invoices totaling \$5,000 or less. Credit card information is accepted in person when the permit is ready to be picked up or over the phone prior to releasing the permit. Please contact **Mike Lee at 352-392-1591** to pay by credit card. DO NOT EMAIL credit card information to our office, as it is not secure and will NOT be accepted.
- **Check or Money Orders** – Made payable to: ***The University of Florida, EH&S.*** Checks and Money Orders are accepted in person or by mail. Please mail payment to: EH&S, PO Box 112200, Gainesville, FL. 32611, ATTN: Mike Lee.
- **Chartfield Form** – Accepted from UF Departments who utilize the MyUFL System. The Chartfield Form is accepted in person or by email. Forms are available at the EH&S Codes Reception Desk, Building 179, 916 Newell Drive. Departments can access and submit this form through the EH&S Codes website via the link provided: <http://www.ehs.ufl.edu/programs/buildcode/forms/>. You may also print the Chartfield form and email it to: [codespayment@ehs.ufl.edu](mailto:codespayment@ehs.ufl.edu)

**Remember, payment MUST be made in full prior to the permit being released or when the permit is picked up from the EH&S Codes Office. You may pay for your permit via Credit Card, Check, Money Order, or a completed Chartfield Form at the time of pick up.**

We sincerely hope this will streamline our billing process. If you have any questions or concerns, please call me 352-294-7124 or email [shaugh@ehs.ufl.edu](mailto:shaugh@ehs.ufl.edu).

Thank you,  
Sherame Haugh  
Finance Manager, EH&S