



“Live P.D. at USC”

Purchasing Department

“It’s the Law”

Administrative Policies



Purchasing Utilizes Policies and Laws:

- S.C. Consolidated Procurement Code
- Federal Laws (as applicable)
- University Policies and Procedures
 - <http://www.sc.edu/policies/index.shtml>
 - 21 Administrative Divisions
 - 300 Policies
 - 19 Helpful with Purchasing Compliance



University Policies & Procedures Highlights by Administrative Division

ACADEMIC AFFAIRS

ACAF 1.70 Continuing Education and Conferences

- Must be self-supporting.
- Expenses are covered by participant fees or other appropriate fund sources.

ACAF 3.17 Conference Related Activities

- Program Approval Form for the Columbia Campus
- Exercise Fiscal Responsibility



University Policies & Procedures Highlights by Administrative Division

UNIVERSITY ADVANCEMENT

ADV 5.00 Publications and Printed Materials

- Printed materials must be approved first through Printing Services

ADV 5.04 University Printing Services

- Printing Services is an economical source for printed materials

ADV 5.05 University Copier Center

- All photocopying and duplicating equipment must have approval from the Purchasing Department and USC Copier Center



University Policies & Procedures Highlights by Administrative Division

BOARD OF TRUSTEES

BTRU 1.04 Authority to Sign Contracts

- All contracts and agreements must comply

BTRU 1.14 University Designated Funds

BTRU 1.15 University Personnel Expenditure Policy

BTRU 1.18 Conflicts of Interest and Commitment

BTRU 1.20 Dishonest Acts and Fraud



BUSINESS AFFAIRS

BUSA 1.00 University Dining Services for Columbia Campus

BUSA 1.03 Catering for Student Organizations

BUSA 3.00 Textbook and Supplies Orders

BUSA 7.00 Purchasing

- **Purchasing Dept. authority and responsibilities**
- **Types of Procurement**
- **Payment Request**
- **Contracts and Leases**
- **Blanket Orders**
- **UNAUTHORIZED PROCUREMENTS**



BUSINESS AFFAIRS

BUSA 7.01 Acquisition and Payment of Goods and Services

- Procurement, Receiving and Payment of Goods and Services

BUSA 7.05 Payment/Reimbursement for Personal Consumption Items at Employee's Official Headquarters

- Food Policy

BUSA 7.06 Employee Association/Professional Dues Employee Personal Certifications Employee License Fees

- Requirements
- Proper Signature Authority Levels



University Policies & Procedures Highlights by Administrative Division

ADMINISTRATION AND FINANCE

FINA 3.30 **Other Educational and General Program Accounts
("E" Funds)**

INFORMATION TECHNOLOGY

IT 1.00 **Information Technology Procurement**



Types of Funds

<http://adminfin.sc.edu/fundsTypes.shtml>

- Educational and General
- Self Supporting
- Grant Specified
- Designated Funds
- Exempt Funds
- Private Funds



Types of Funds

<http://adminfin.sc.edu/fundsTypes.shtml>

I. Current Funds

Unrestricted:

- **General Operating** - Educational and General
 - **A** State Appropriated, Tuition & Fees
- **Departmental**
 - **D** Student Activities
 - **E** General Departmental
 - **R** Board of Trustee controlled from auxiliary funds
 - **RP** Departmental Private Gifts



Types of Funds

<http://adminfin.sc.edu/fundsTypes.shtml>

Unrestricted:

- **Auxiliary Funds** – Self Supporting Enterprises
 - **B** Infirmary, Housing, Food Services
 - **C** Bookstore, Vending and Concessions, Athletics



Types of Funds

<http://adminfin.sc.edu/fundsTypes.shtml>

Restricted:

- Gifts, Grants, Contracts, Research & Scholarship Aid
 - **F** Federal
 - **G** State
 - **H** Local
 - **J** Commercial
 - **K** Philanthropic
 - **L** Restricted Other
 - **S** Scholarships (could be restricted or unrestricted)



Types of Funds

<http://adminfin.sc.edu/fundsTypes.shtml>

II. Loan Funds

- T

III. Endowment Funds

- V

IV. Agency Funds

- Z - Exempt



South Carolina Procurement Code Article 21 Assistance to Minority Businesses

Section 11-35-5210

“... The General Assembly, therefore, wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in the overall procurement process of the State...”