



BUSINESS AFFAIRS

BUSA 7.05

(Formerly BUSF 7.05)

<http://www.sc.edu/policies/ppm/busa705.pdf>

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





BUSA 7.05 - Prerequisites

<http://www.sc.edu/policies/ppm/btru115.pdf>

BTRU 1.15 – University Personnel Expenditure Policy

- BTRU 1.15.I.E.
- “University personnel may not make charges against the University for food and beverage consumed when meeting solely with other University employees in their headquarters city except for catered events. Reimbursement for same will not be allowed.”





BUSA 7.05 Prerequisites

<http://www.sc.edu/policies/ppm/btru115.pdf>

BTRU 1.15 – University Personnel Expenditure Policy

- BTRU 1.15.I.F.
- “University credit cards will not be used for personal purchases by any University employee; however, University employees are authorized to make charges against University credit cards within State and University guidelines.”





BUSA 7.05 Outline

I. Policy

A. Education & General Fund Approvers

1.-16. Event/Activity Description

B. Designated, Athletic and Private Funds

1.-9. Event/Activity Description

Rules and Condition

II. Procedure

III. Related Policies





BUSA 7.05

PERSONAL CONSUMPTION ITEMS

The University must be reimbursed for all unauthorized purchases

- Items to be consumed by individuals
 - Food and beverages
 - Gifts, hand sanitizer, tissues, clothes, aspirin
 - Items benefiting individuals rather than the University
 - Microwaves, coffee machines, refrigerators
 - Etc.





BUSA 7.05

PERSONAL CONSUMPTION ITEMS

Criteria for Approval

- Identify Event
- Identify Campus
- Identify Type of Participants
- Appropriate Level of Signature Authority
- Appropriate Fund Type Used
- Itemized Receipt or Invoice
- Identify What Is Being Purchased
- Following all Rules and Conditions
- Appropriate Procedures





BUSA 7.05

PERSONAL CONSUMPTION ITEMS

Criteria for Approval

Identify Event

- BUSA 7.05 I.A. 1-16
 - Education and General Funds
 - Grant Funds

- BUSA 7.05 I.B. 1-9
 - Designated Funds
 - Athletics
 - Private Funds





Identify Event

- BUSA 7.05 I.A.5. Board of Trustee Approval
 - Non-Student Related Activities
- BUSA 7.05 I.A.7. Continuing Education
 - Fees Collected and used for this event
- BUSA 7.05 I.A.10. Grant Specified
 - Justification and budget line item





Identify Event

- BUSA 7.05 I.B.2. Donors
 - Ratio \leq 4:1 Except for catered events or
 - with Board Authorization.
- BUSA 7.05 I.B.3. Business Meetings Non-USC
 - Ratio \leq 4:1 Except for catered events or
 - with Board Authorization.





BUSA 7.05

PERSONAL CONSUMPTION ITEMS

Criteria for Approval

Identify Campus

BUSA 7.05 I.A.8. System Events (2 other Campuses)

Columbia Campus

Dining Services – Self Catering





Columbia Campus Catering

- Functions held on the Columbia Campus **must** utilize the University food service contractor currently Aramark:
- **Except:**
 - **BUSA 1.03** – Catering for Student Organizations
 - **BUSA 7.05**
 - Self catered less than \$500.00 in total cost
 - Continuing Education programs/conferences in which a fee from participants is collected
 - **BUSA 1.00**
 - Athletic venues
 - If the department and food service provider cannot agree to a schedule or menu
 - Approval may be given by the Associate Vice President for Business Affairs
 - For an outside caterer to be used for an event





Identify Type of Participants

- Board of Trustees
- Student Recruitment
- Faculty and Staff
- Faculty and Staff Candidates – Search Committee
- Non-USC Personnel
 - **Ratio = < 4:1 Except for catered events or with Board Authorization.**
- General Public with fees collected
- Donors
 - **Ratio = < 4:1 Except for catered events or with Board Authorization.**
- Visiting Speaker
- Accreditation Site Visitors





Appropriate Level of Signature Authority

- President
- Board Secretary
- Chancellors
- Chief Academic Officer
- Associate Provost
- Assistant Provost
- Athletic Director
- Deans of Regional Campuses up to \$500.00
- Contract and Grant Accounting
 - Direct Costs as specified in terms of grant award





Criteria for Approval

Appropriate Fund Type Used

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





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>

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>

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

II. Endowment Funds

- V

II. Agency Funds

- Z - Exempt





Criteria for Approval

Itemized Receipt / Invoice is REQUIRED

- Remind everyone that it is required
- We do check to see if the supplier offers alcohol





Criteria for Approval

Alcohol is Prohibited

- Purchase of alcohol from any source of funding is prohibited for any student activity.

Except:

- Continuing Education Programs and Conference in which a fee is collected from participants of the programs and conferences can purchase alcohol
- Special Events open to the public in which a fee is collected from participants of the specific event to cover these expenses.





PROCUREMENT REVIEW

- Identify Event
- Identify Campus
- Identify Type of Participants
- Appropriate Level of Signature Authority
- Appropriate Fund Type Used
- Itemized Receipt or Invoice
- Identify What Is Being Purchased
- Following all Rules and Conditions
- Appropriate Procedures
- Method of Procurement
- USC Policies and Procedures



As **Gamecocks**,
our spirit has
No Limits.



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