

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 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

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
- 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

Criteria for Approval

Itemized Receipt / Invoice is REQUIRED

- Remind everyone that it is required
- Purchasing checks to see if the supplier offers alcohol

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

POLICY – BUSA 7.05

Purchasing Department Source Document:

https://sc.edu/about/offices_and_divisions/purchasing/documents/personal_consumption_busa_7.05.pdf