Policy Statement

The Accounts Payable Unit of the Controller’s Office will process all payments for the College’s legally incurred, non-payroll obligations of goods and services in accordance with State/Federal laws and regulations as well as other policies and procedures of this institution.

Policy Manager and Responsible Department or Office

A. Controller’s Office

The Controller’s Office staff has the responsibility for making sure that all payments for goods/services of a non-payroll nature comply with State and Federal laws and regulations as well as College policies and procedures. This Office ensures those expenditures are tracked and properly accounted for and that the College maintains a favorable credit rating through the timely payment of invoices.

B. Members of Boards, Committees, and Departmental Staff

The members of the Board of Trustees and committees as well as departmental staff have the responsibility for ensuring that they follow the guidelines when requesting payments for per diem. They must provide the Controller’s Office with accurate and complete documentation, completed forms, justifications/explanations needed for making payments.

B. Payees

The payees must provide the Controller’s Office with valid invoices that adequately describe the vendors’ names, addresses, itemized descriptions of goods/services, terms, etc. as well as Internal Revenue Service Forms W-9 evidencing their business type (corporation, sole-proprietorship, partnership, etc.) and tax
identification numbers.

Purpose/Reason for the Policy

The purpose of this policy is to ensure that per diem (compensation paid for services) payments are made only to persons serving as members of legislatively appointed boards, committees, or commissions.

Departments/Offices Affected by the Policy

This policy primarily affects the Board of Trustees and the President’s Office.

Procedures Related to the Policy

**Per Diem - Boards, Commissions and Committees**

1. The per diem allowance of the Board of Trustees and other legislatively appointed committees is thirty-five dollars ($35.00) per day. The per diem rate is established by the General Appropriation Act.

2. College and State employees are not eligible to receive per diem allowances for services on boards, commissions or committees.

3. Per diem payments generally are submitted on a travel reimbursement form.

4. Per diem payments generally are not prorated based on the length of time the board member is in attendance at an official meeting of the College or meeting sanctioned by the College.
Related Policies, Documents or Forms

- S. C. Comptroller General’s Disbursement Regulations
- S. C. State Procurement Code
- S. C. General Appropriations Act

Review Schedule

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<td>Author: Ruby G. Flateau, Controller</td>
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