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 that the College maintains a favorable credit rating through the timely payment of invoices and expenditures are tracked and properly accounted for.

B. Departmental Staff

The departmental staff has the responsibility for ensuring that they follow the procurement guidelines when requesting goods and services. They must provide the Controller’s Office with accurate and complete documentation such as receiving reports (by way of the Central Receiving Office), completed forms, justifications/explanations needed for making payments. In addition, they must make sure that goods and services are satisfactorily received as well as demonstrate a documented benefit to the College.

C. Vendors

The vendors 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

This policy applies to all funds financially administered by the College of Charleston.

Departments/Offices Affected by the Policy

The departmental staff must ensure they follow the procurement guidelines when requesting goods and services.

Procedures Related to the Policy

Study/Research Participants

Study/Research Participants must have an IRB (Institutional Review Board) form on file with the College. Other support documentation must include an explanation of the program description detailing the purpose of the research and the requirement for human subject participation.

Related Policies, Documents or Forms

S. C. Comptroller General’s Disbursement Regulations

S. C. State Procurement Code

S. C. General Appropriations Act

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**Review Schedule**

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