

Food Memo

The Vice Chancellor of Finance & Administration is the only person who has the authority to approve food purchases for the USC Aiken campus. Food purchases will not be processed without a properly completed food memo.

To pay a vendor or reimburse an individual through the PeopleSoft Expense Module, you must obtain signatures of approval from both the Department Head and Mr. Cam Reagin, VCFA. To obtain Mr. Reagin's signature, please bring a completed USC Aiken Food Memo with a copy of the receipt(s) attached to Jenni Zollinger, B&E 257. Please do not bring original receipts. Please attach a copy of the Form 12 for search expenses. The approved USC Aiken Food Memo and the Form 12 (when applicable) should be uploaded into PeopleSoft when the expense report is created.

To: Mr. Cam Reagin, Vice Chancellor for Business & Finance

From:

Date:

According to Policy BUSA 7.05, we are requesting approval of the event(s) listed below:

Event Date:

Event Name:

Exemption: *see back of form for exemption codes*

Purpose/Description of Event:

Attendees (please check all that apply): **Students** **Staff/Faculty** **Other**

If less than 25 attendees, please list names here. If more than 25 attendees, please state so here, and retain a list of attendees for your files.

Account: AK000 53005
 Unit Department Fund Class Account

Payee: **Amount:**

Department Head Approval: _____

Cam Reagin Approval: _____

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

- I. Payment or reimbursement for personal consumption items shall be allowable as outlined in this policy. Allowable expenditures by university personnel for these activities must be reasonable, appropriate, and justifiable. Such expenditures shall be fully disclosed to the public, except for names of donors and prospective donors.
 - A. Except as specifically designated otherwise in A.5. and A.10. below, these expenses from Educational and General funds may only be approved by the President, Board Secretary, Chancellors, Vice Chancellors, Chief Academic Officer, Associate Provost or Assistant Provost, Vice Presidents, Vice Provost and Executive Dean for Regional Campuses and Athletic Directors at 4-year campuses. Deans of Regional Campuses have signature authority up to \$500.00 for expenditures which meet this policy. The authority for approval of these expenditures may not be delegated below the stated levels.
 1. Commencements
 2. University student orientation activities
 3. Recognition of students
 4. Recruitment of students
 5. Board authorized employee orientation, training and recognition functions.
 6. Board of Trustees/Committee meetings.
 7. Direct costs relating to the operation, functioning and promotion of Continuing Education programs and conferences in which a fee is collected from participants of the programs and conferences.
 8. System events and meetings which include individuals from other system campuses. (Must include individuals from at least two other campuses.)
 9. Search committees. Applies to staff interviews and faculty campus interviews for which a formal search committee is established.
 10. Direct costs as specified in terms of a grant award. (Reviewed and approved by Contract and Grant Accounting.)
 11. Expenses related to the specific operation of a residential College.
 12. Student Activities.
 13. Special events open to the public (Alumni, etc.) in which a fee is collected from participants of the specific event to cover these expenses.
 14. Recognition/appreciation events for visiting speakers.
 15. Accreditation site visits.
 16. Registration fees for local conferences/events that include meals.
 - B. The following expenses from designated, athletic and private funds may only be approved by the President, Board Secretary, Chancellors, Vice Chancellors, Chief Academic Officer, Associate or Assistant Provost, Vice Presidents, Vice Provost and Executive Dean for Regional Campuses and Athletic Directors at 4 year campuses. Deans of Regional Campuses have signature authority up to \$500.00 for expenditures which meet this policy. The following University activities for food expenses may be incurred from Designated Funds, Athletic Funds, and Private Funds:
 1. Athletic activities.
 2. Entertainment or recognition of prospective donors or donors. A ratio of no more than four University employees to one non-University individual (4:1) will be adhered to except for catered events unless specifically approved by the Board Secretary.
 3. Business meetings with non-University personnel. A ratio of no more than four University employees to one non-University individual (4:1) will be adhered to except for catered events or with special approval of the Board Secretary.
 4. Business meetings with other departmental personnel.
 5. Catered employee recognition and special occasion functions.
 6. Catered staff meetings.
 7. Non-catered staff meetings outside of employee's headquarters.
 8. Alcoholic beverages prohibited for functions in I.A.
 9. Per diem expenditures in excess of State Travel Regulations. Expenditures must be approved by a higher authority than the individual incurring the expenses.

THE FOLLOWING RULES AND CONDITIONS APPLY:

1. Functions must be catered with the exception of promotion costs associated with Continuing Education programs and conferences. Functions held on the Columbia Campus must utilize the University food service contractor except for functions self catered and less than \$500 in total cost. Functions not held on the Columbia campus must be procured in accordance with the S.C. Procurement Code, except for Continuing Education programs and conferences in which a fee from participants is collected. Catered is defined as a predetermined menu for all participants at a function or meeting.
2. Alcoholic beverage expenditures are prohibited except for Continuing Education programs and conferences in which a fee is collected from participants.
3. Purchase of alcohol from any source of funding is prohibited for any student activities.
4. Itemized receipts are required. If no itemized receipts are available, a statement that "no alcoholic beverages were purchased" is applicable for expenditures in IA.
5. A list of participants is required with the request for reimbursement for up to 25 attendees at a function. If there are more than 25 attendees, the list should be kept in the department's file. The request for reimbursement must contain a statement that the "list is on file for audit purposes."