UNIVERSITY OF SOUTH CAROLINA

University Foundations

The University of South Carolina Foundations

Accounts Payable Policy Manual

Effective September 2025

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A. The University of South Carolina Foundations

The mission of University Foundations is to support the University of South Carolina in all of its educational, research, instructional, scientific, literary, service, charitable, and outreach endeavors. University Foundations aids the University of South Carolina in achieving its mission as the state of South Carolina's flagship institution of higher education. University Foundations is committed to lawful and ethical behavior in all its activities and requires that its directors, employees, and consultants conduct themselves in a manner that complies with all applicable laws and policies. Please note that the Educational and Development Foundations are each their own 501(c)(3) entities, and both are completely separate from the University of South Carolina, including staff and systems.

University Foundations has a fiduciary responsibility to protect its resources and to ensure that expenditures comply with donor-imposed restrictions, do not jeopardize the financial status of the Foundations, and are prudent uses of Foundations' resources. University Foundations works directly with the Office of the Provost in determining the policies that apply to the appropriate expenditure of Foundations' funds. Any spending policy or procedure not specifically addressed herein shall follow the spending policy of the University of South Carolina.

To request a reimbursement or a direct vendor payment, University departments should submit an electronic Request for Disbursement (RFD) with supporting attachments and documentation to Foundations. Requests should be made within 90 days from the expense if a reimbursement, or within 90 days from receipt of an invoice if a direct vendor payment. Vendors being paid directly must submit a signed IRS Form W-9, unless one is already on file.

If necessary, cash advances may be issued to University faculty and staff only. Advances require a completed Advance Request Form and cannot be used for: 1) Any expense otherwise prohibited by Foundations policies, 2) Refunds, 3) Expenses that can be paid directly by Foundations, or 4) Per diem.

Processing Time:

RFDs will be processed within 1-2 weeks after all *departmental* approvals have been completed **within PaperSave**, although holidays or technical difficulties may alter this schedule. Processing time is not based on submission date or any other approval date.

Additional Approvals:

All expenditures over $5,000.00 made to vendors other than the University must be approved by the Office of the Provost, whether a reimbursement or a direct payment to a vendor. RFDs meeting these criteria are automatically routed to the Provost's Office for approval within PaperSave.

Any legally binding contract executed on behalf of the University must first be approved by the USC Legal Department. Please attach evidence of this approval to any associated RFD.

Please see individual sections of this Manual for requests that require additional approval. All approvals must be obtained before the Foundations can issue payment.

Electronic Funds Transfers (EFTs):

University Foundations issues EFTs for all payments. All EFT payments are accompanied by automatically generated email notices (an email address must be provided for all vendors).

Colleges or departments using PaperSave should verify that the desired vendor is listed as “Electronic Funds Transfer”. If “Check” is listed, then the requestor should contact the vendor and request EFT signup prior to submitting the RFD to Foundations. Our EFT signup form, through which all external vendors should also submit a W9, is at https://www.uscfoundations.com/forms/ach-authorization-agreement.

Reissuance of Payment:

If a previously issued physical check has been misplaced or destroyed, we will issue another payment via EFT, except in extenuating circumstances. Any related bank fees will be passed on to the Foundations project from which the payment was made.

0. Foundations Forms

The below forms, along with a ‘How to & Tips’ section, can be found at the Foundations’ website:

https://www.uscfoundations.com/educational-foundation/university-employees/form-center

A. Request for Disbursement (RFD) Webform
B. EFT Sign-Up (ACH Authorization Agreement and Enrollment) Webform
C. Drop Point Check Request Form (ONLY for departments not on PaperSave for RFDs)
D. Advance Request Form
E. IRS W-9 Form
F. Meals and Event Attendee Form
G. Statement of Responsibility
H. Cell Phone Stipend Request Form

B. Prohibited Expenses

In addition to the below, the IRS may impose limits and/or rules and reporting requirements on certain expenses for which Foundations may not have the ability or mechanism needed to comply. Such payments must go through USC, and Foundations can reimburse later.

A selection of expenses that cannot be paid or reimbursed by Foundations directly, ***except as reimbursements to USC Funds*** (which can almost always be done), includes the following:

1) Monetary Payments:

- Reimbursement of potentially taxable payments originally made by check, cash, or instant transfer app (Venmo, PayPal, Zelle, Cash App, etc.)
- Reimbursement or direct payment of late fees, fines, or traffic/parking violations
- Reimbursement or direct payment of sponsorships for which the University does not receive any tangible benefit in return
- New employee relocation stipends or expenses, except as reimbursement to USC
- Faculty/Staff financial awards (e.g. Teacher of the Year) or supplements (e.g. Chair/Retention), except as reimbursement to USC
- Students' or prospective students' USC fees, financial aid, scholarships, awards, or personal expenses, except as reimbursement to USC

2) Travel:

- New employee relocation/moving expenses, although interview travel is permissible
- Any expenses of any individual or entity without a US Tax ID who physically visits the United States in any way related to University business
- Domestic airfare in classes above economy/plus or its equivalent, except in unique or medical circumstances
- International airfare in classes above business or its equivalent, except in unique or medical circumstances
- Mileage within 10 miles of an employee's home or workplace
- Hotel/Lodging within 50 miles of an employee's home or workplace
- Advances for per diem

3) Food:

- Alcohol served to students of **any age**
- Meals or per diem without an overnight stay, unless a meal had a business purpose

4) Services:

- Any services performed by a University employee (at the time of the service), including honoraria, even if performed for a different college or department
- Any services performed by any individual or entity without a US Tax ID who physically visits the United States in relation to the service

5) Gifts:

- Gifts of **<u>any kind</u>** to donors or prospective donors, including tickets, flowers, and logoed items, *except:*
    - Meals, provided they are consistent with all other Foundations' policies
    - Flowers and/or food baskets specifically for get-well or sympathy/bereavement purposes
    - Logoed items costing at or less than the IRS de minimis at the time of purchase
- Cash to <u>anyone</u>
- Gift cards to <u>anyone</u>, including gift cards as part of food baskets in lieu of flowers
- Gifts to University employees or students, including flowers (except as get-well or sympathy/bereavement)

6) Events:

- Entertainment for employee-only meetings or events
- Raffles or anything that could be so construed, although free-entry door prizes may be permissible in certain circumstances
- Tickets for athletic, theater, tailgate, or other similar events

C. Food and Meals

1. Food & Alcohol Expense

All meals and refreshments should be modest in value and should not take precedence over the educational or business purpose. Business meals with non-University individuals should have a ratio of no more than four University employees to one non-University individual, except when the meal is for the purposes of a search committee to meet with an employment candidate. Spousal expense may only be covered if the spouse of a guest was present. Food purchases for employee recognition (e.g. birthday, promotion, goodwill, etc.) **will not** be reimbursed. For retirement, see *Section 2.2.* Departmental coffee and water services (reasonably priced) can be reimbursed or paid directly.

Requests for reimbursement of meals/business cultivation expenses must include the time, date, and location of the event, the business purpose of the event, and the name and title (or other designation sufficient to establish the business relationship) of all attendees. *All meals must include a completed Foundations Meals/Business Cultivation Expense Form or equivalent information.*

Purchase of alcohol for or by students is prohibited. This applies to both undergraduate and graduate students, **regardless of age**. If alcohol is served at an event where students are present, a memo stating that no alcohol was served to students is required to be sent with the RFD.

The following charts show limits up to which Foundations will reimburse meals in given situations. **Note that while the dollar amounts are pre-tax/gratuity limits, Foundations will also reimburse for valid tax/gratuity**. Reasonable charges specific to room rental, silverware/seating/linens, set-up/tear-down, attendants/servers, etc. will be treated separately and do not count toward limits.

Meals (restaurants, catering, or other sit-down type meals):

	Business, Departmental, and Donor Cultivation Meetings	**Meals While on Travel** (Total limits, including Per Diem portions, if any)	**Alcoholic Drinks**
Breakfast	$25 per person, pre-tax and gratuity	$25 per person, pre-tax and gratuity	0 per person
Lunch	$50 per person, pre-tax and gratuity	$50 per person, pre-tax and gratuity	1 per person
Dinner	$150 per person, pre-tax and gratuity	$150 per person, pre-tax and gratuity	2 per person

Note: A bottle of wine is considered four (4) alcoholic drinks.

Receptions/Refreshments (self-brought refreshments, snacks, or other non-sit-down meals):

	Business Meetings/Parties/Receptions	**Other Morale/Retirement/Departure**
Attendees are Faculty/Staff/Students	$50 per person, which may include up to $15 of alcohol per non-student	$50 per person, which may include up to $15 of alcohol per non-student
Guests are primarily Alumni/Donors	$100 per person, which may include up to $25 of alcohol per non-student	(N/A)

2. Staff Meetings, Parties, Receptions, and Events

All events must include a Meals/Business Cultivation Expense Form or equivalent information.

2.1 Staff Meetings & Departmental Planning

Events that are held for a valid business purpose (e.g. staff meetings, departmental planning sessions, etc.) are not included in per-year or per-semester limits noted in *Section 2.2*. Please note that there is a separate policy concerning retirement/departure functions. Maximum reimbursement rates are the same as those listed in the tables shown in *Section 1. Food & Alcohol Expense*.

Note: Foundations will not pay or reimburse entertainment expenses for staff events or departmental planning meetings.

2.2 Morale, Team-Building, and Retirement Events

Foundations will pay or reimburse for morale events (e.g. holiday parties, picnics, etc.), team-building events, and retirement or departure events subject to per-event limits at the departmental and/or college-levels, as shown below. The three types of events are independent, and their limits are independent of each other. Maximum reimbursement rates for these events are the same as those listed in the tables shown in *Section 1. Food & Alcohol Expense*.

	Morale Events	Team-Building Events	Retirement/Departure Events
Definition	Social interaction; no business purpose and not for students	Structured team-based activity intended to build working relationships	Either 1) Formal retirement, or 2) Departure after at least 10 years of USC employment
Department-Level Limits	One per Fiscal Year	One per Fiscal Year	N/A - See Notes
College-Level or Equivalent Limits	One per Fiscal Year	N/A - Dept-Level Only	N/A - See Notes
Notes	Employees may attend both their departmental *and* collegiate events	All other AP Policy limits apply.	One event per each retiring or departing employee. Deans and equivalent are not limited.

2.3 Activities and Entertainment

Foundations will not pay or reimburse for activities for which the purpose is strictly to entertain. This applies to staff meetings, departmental planning events, retreats, team-building, or a morale event. Entertainment expenses which are appropriate for donor cultivation or student events, such as music performances at a gala, may be reimbursed.

D. Travel

3. Travel Expense

A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unjustified in the performance of an assignment are not considered exercising prudence. Travel requests must include the benefit to the university, conference name (if applicable), as well as the times, places, and dates of departure and return.

Travel expense reimbursement requests submitted to Foundations while in University travel status must include a copy of the applicable Travel Expense Voucher (TRV). If a TRV was not filed through the University for <u>any</u> expense category, then please include a statement as such within the RFD.

Foundations will reimburse for the following:

	Limits	Notes
Mileage	**<u>IRS Rate</u>** based on date(s) of actual travel; must be beyond 10 miles from employee's residence and work base.	Please submit internet map/directions and/or mileage record.
Receipted Meals	**<u>Same as chart in Section C.1</u>**. Meals without overnight travel are not reimbursable, except for business meetings.	If more than one employee was at a meal being reimbursed, copies of all the other employees' TRVs are required.
Domestic Per Diem	**<u>Same as USC Travel's limit</u>** for both in-state ($8/$10/$17 for B/L/D) and out-of-state ($10/$15/$25 for B/L/D).	Foundations **<u>cannot</u>** reimburse per diem for same-day travel without an overnight. B/L/D = Breakfast/Lunch/Dinner
International Per Diem	**<u>Same as the M&IE rates set by the U.S. Department of State</u>**, as determined by the specific locale, date, time, and breakdown of M&IE rate. Incidentals may be reimbursed for <u>non-travel days</u> only, **<u>and</u>** <u>only</u> if the traveler is claiming per diem for <u>all of B+L+D</u> that day.	<u>Find the USDOS M&IE Rates here</u>. Be sure to choose the correct month in the dropdown! Use **M&IE Rate**, <u>not</u> Max. <u>Then find the breakdown by B/L/D/I here</u>. Attach screenshots/PDFs of the relevant figures to the RFD.
Hotel/Lodging	**<u>Same as USC Travel's limit</u>** for nightly base cost. Taxes, parking, fees, are <u>excluded</u> from the nightly base cost. Must be 50+ miles from employee's home or work base.	Foundations will consider the average base cost, rather than each individual night, to help stay within the limit. Please avoid paying by cash or check.
Domestic Airfare	**<u>As reasonable</u>** for economy/plus travel or its equivalent.	Checked baggage fees and seat selection fees (within economy/plus) are allowed.
International Airfare	**<u>As reasonable</u>** up to business class or its equivalent, but not higher, except in unique or medical circumstances.	Travel must be cross-border or to AK/HI. May be by one or more flight legs. Checked baggage fees are allowed.
Rental Car	**<u>As reasonable</u>** as is needed.	Foundations will also reimburse for a rental's fuel.
Ground Transport and Parking	**<u>As reasonable</u>** as is needed, including airport parking.	Please avoid paying by cash or check.

3.1 Foreign Currency

In scenarios where only foreign currency amounts appear on documentation, Foundations will reimburse individuals based upon the following, in this order:

1. Line-item U.S. Dollar bank / credit card statements showing the applicable transactions (***this is required unless the information is not available*** and usually benefits the traveler since FX fees may also be reimbursed)

   -OR-

2. In cases where payments were made in foreign currency, properly documented receipts and historical exchange rates must be provided. Historical rates should match the date of the payment/transaction, not the date of submission or the current date.

3.2 International Visiting Scholars

Travel expenses related to international visiting scholars sponsored by USC must be paid through the University after review by the University's Office for International Scholars. Foundations can reimburse University departmental funds afterward.

3.3 Prospective and New Employees

Foundations can reimburse a candidate for University employment for interview-related travel expenses, including the cost of accompanying immediate family members (spouse and/or children). These payments are generally not taxable.

Actual relocation expenses and/or contractual stipends must be paid through the University to comply with University Policy FINA 1.08. This University procedure applies to all moving and relocation, regardless of the source of funds used. Foundations can reimburse University departmental funds for moving and relocation expenses afterward.

3.4 Employee Spouse Travel

Meal expenses for the spouse of a University employee may be reimbursed *only if the spouse of a University guest also attends*.

Reimbursement for other spousal travel expenses by Foundations requires approval by a Dean or Officer, or their authorized representative (for Officer travel, approval is given by the President, EVP, or Provost) on the Request for Spouse Travel Form. While preapproval is not required, obtaining it ensures the traveler knows the reimbursement status of spouse travel expenses before the travel takes place. Non-business expenses may not be reimbursed or they may be taxable to the spouse.

E. Contracts & Honoraria

4. Contractual Services & Honoraria

A Contractual Service is defined as non-honorarium work performed by an independent contractor, whether an individual or a business, requiring specialized knowledge, experience, expertise, or similar capabilities whereby the service rendered does not consist primarily of acquisition of equipment or other physical materials.

Reimbursement cannot be made for taxable services rendered directly to USC when the original payment was made via cash, personal check, or instant electronic transfer (e.g. Venmo, Zelle, PayPal, Cash App, etc.). A credit or debit card must be used, since those payments are reported to the IRS as required. To avoid this issue, Foundations may also pay a vendor directly.

An Honorarium is a payment given for professional services that are rendered nominally without charge. An IRS Form W-9 must be sent to Foundations for all honoraria payments. Note honoraria can only be given to individuals using a SSN; any entity using an EIN must provide an invoice.

Payments to Out-of-State Contractors or Honorarium Recipients over $10,000:

If a contractor or honorarium recipient does not reside in the state of South Carolina, and is not registered with the SC Secretary of State or the SC Department of Revenue, and more than $10,000 worth of the services are *physically performed **within** the state of South Carolina*, then payment may be subject to South Carolina withholding (SCDOR Section 12-8-550). In such a scenario, either:

1) Foundations can pay the full amount (no withholding) if the supplier registers for free with the SCSOS or the SCDOR and provides a completed SC Form I-312 to Foundations,
   -OR-
2) USC can make payment after determining and withholding any applicable amount; Foundations can then reimburse afterward.

4.1 University Employees

Contractual service payments and honoraria ***cannot be made to University employees***. Per IRS regulations, contractual payments cannot be made directly by Foundations if there is an employee-employer relationship. Foundations can reimburse departmental funds.

4.2 Domestic Non-University Individuals and Businesses

The following should be completed:

1) A signed IRS Form W-9 must be submitted or on-file for each person or entity receiving payment. Please include a permanent residence address on the submitted IRS Form W-9.

2) The RFD should be sent to Foundations. Foundations will verify through University Payroll that any individual, including sole proprietorships using a SSN rather than an EIN, was not a USC employee at the time when services were performed.

The IRS Form W-9 can also be found on the IRS website www.irs.gov. Foundations will issue an IRS Form 1099 if applicable.

4.3 Foreign Individuals and Businesses

Honoraria or invoices for services physically performed within the United States by foreign nationals must be paid through the University. Similarly, travel expenses and other reimbursements to foreign nationals visiting the United States must be paid through the University. Foundations can reimburse.

In order for Foundations to process direct payment to a foreign entity, or to reimburse a foreign entity for documented expenses related to the service, either the service must have been physically performed entirely outside the United States, or, if it was a virtual/remote service, then it must have been delivered by individuals who were outside the United States at the time. If these requirements are met, please ensure that the entity can receive **U.S. Dollars** and also provide a USD-denominated invoice so that there is no confusion as to the exact amount of USD to be sent for payment.

Any travel to U.S. soil by a foreign individual service provider, or by any representative of a foreign business, in relation to the service rendered could result in the University having to make direct payment to the provider/business. Foundations can then reimburse University departmental funds.

Foundations may also require a completed IRS Form W-8BEN or IRS Form W-8BEN-E.

F. Financial and Related Payments

5. Financial Aid, Awards, & Scholarships

5.1 University Faculty/Staff/Students

Foundations can reimburse departmental funds for Faculty/Staff supplements or awards, and/or for student scholarships. Foundations <u>cannot</u> make any of these payments directly to the recipients, nor can Foundations reimburse anyone who made such payments on behalf of a recipient.

5.2 Non-University Individuals

Employment status must be verified by the Payroll Office for all non-University individuals receiving awards or other non-reimbursement compensation. A completed and signed IRS Form W-9 must be submitted to Foundations. Foundations will issue an IRS Form 1099 if applicable.

6. Donations and Sponsorships

Gifts to charitable organizations (including contributions as memorials) are not permissible.

The purchase of tickets to a charity's fundraising dinner/gala is permissible if it is related to the employee's University responsibilities. In this scenario, the employee may bring a spouse or guest.

Sponsorships are permissible if the University receives a tangible benefit in return. Examples of a tangible benefit include clear logo placement on the event's or organization's website, banner, centerpiece, advertisement, brochure, etc., clear name recognition in these same ways, additional advertising, and/or tickets to a sponsored event. Tickets should only be used by University personnel of the sponsoring USC department, and each may bring a spouse or guests as appropriate. Names of those who receive tickets that come with a sponsorship should accompany any related RFD, or if the attendees are not yet known, then a Statement of Responsibility should be submitted.

7. Professional Dues, License Fees, & Club Memberships

Professional dues or individual licenses may be paid by Foundations if the membership or license is reasonable and justifiable, provides a benefit to the University, and enhances a University position.

Memberships to country clubs, dining clubs, etc. may be paid by Foundations if the benefit of the membership to the University is documented. Optional contributions (e.g. holiday bonus assistance) ***may not*** be paid by Foundations. Proof should be available to show that <u>100%</u> of the individual's use of club privileges has been for business purposes; <u>even one instance of using club privileges during a year for personal reasons (e.g. personal lunch) may render any or all membership dues payments/reimbursements as fully taxable</u>.

H. Gifts and Other Transferrable Items

8. Gifts

Gifts to University employees are prohibited except in circumstances of 1) formal retirement, 2) separation from the University after at least 10 years of service, or 3) de minimis logoed items. Similarly, gifts of recognition (i.e. “thank-yous” or “great job”) are also prohibited.

Gifts to donors or prospective donors are prohibited, whether intended as cultivation, recognition, appreciation, or in response to a donation. This includes tickets, flowers and/or food baskets, and logoed items, except in circumstances of 1) meals in accordance with the rest of the Foundations’ policies, 2) flowers specifically for get-well or sympathy/bereavement purposes, or 3) de minimis logoed items.

Any gift intended for or given to a public official, whether elected or appointed, at any level, must be accompanied by a clearly identified value so that the official may properly comply with reporting requirements. This value should be included within an RFD. **It is the responsibility of the department giving the gift to report this value and any other necessary information to the official.**

For any gift for which the recipients are not yet known, eventual recipient information must be available to Foundations when needed. This includes both bulk gift purchases and whenever ‘extra’ gifts are held for future use (e.g. 10 gifts are purchased for 9 recipients now, and 1 will be given later). A completed Statement of Responsibility must be provided for **each** future-use gift purchase. In doing so, the College agrees to accept responsibility for the collection and maintenance of recipient data for a specific purchase. Please note that only the Dean of the College or Director of the Division is authorized to sign the Statement of Responsibility. Foundations may request a copy of this data at any time.

Please see below for all gift limits, all of which are subject to the rest of the policies in this Manual:

	USC Logoed Item^	Other Physical Item
Active Employee or Current Student	**$13.60**	**Not allowed**
Retiring Employee	**$136.00**	**$50.00**
Separating Employee#	**$136.00**	**$50.00**
Graduating or Volunteer Student	**$25.00**	**$25.00**
Anyone Else with a Business Purpose	**$136.00**	**$25.00**
NO CASH GIFTS ALLOWED		
NO GIFT CARDS ALLOWED AS GIFTS		
NO GIFTS TO DONORS OR PROSPECTIVE DONORS (exceptions noted above)		
All gifts costing more than $13.60 require the recipients' names and title/USC affiliation.		
^Logoed items costing $13.60 or less each are considered de minimis by the IRS and do not require tracking.		
The $13.60 and $136.00 figures are indexed by the IRS and may change.		
#Service time must be at least 10+ years to qualify if not formally retiring.		
Sales tax, setup costs, shipping, and bags/packaging are all *excluded from all considerations/calculations/limits.*		
Foundations *will reimburse/pay for these costs.*		

9. Other Policy Limits

9.1 Flowers, Frames, and Plaques/Awards

Tax, delivery, and other incidental costs are excluded from all limits shown below.

	Limits	Notes
Hospitalization or Sympathy Flowers	**$150** for hospitalizations or funerals of employees or their immediate family members, or for alumni/donors or their immediate family members.	Food baskets may be used instead of flowers, but all items should be perishable. NO GIFT CARDS.
Recognition or Appreciation Flowers	**Not allowed**	(none)
Event Flowers	**As reasonable**; may exceed $150.	(none)
Special Recognition Framing	**As reasonable** for certificates.	Certificate must be personalized.
Artwork, etc. Framing	**As reasonable** for décor that will permanently remain in/on University buildings/property.	Prohibited for artwork given as gifts, whether personalized or not.
Plaques and Awards	**$200** for plaques or similar awards.	Plaque or award must be personalized and/or engraved.

9.2 Tickets

Foundations **will not** pay or reimburse for athletic, theater, tailgate, or other similar event tickets.

10. Prizes, Raffles, & Auctions

10.1 Prizes

Foundations will reimburse for prizes if all of the following requirements are met:

1. There must be written rules and eligibility requirements for how the winner of a contest will be determined. Even in the presence of otherwise enforced eligibility requirements, the determination of a winner cannot be made by raffle (see *18.2 Raffles and Door Prizes)*.

2. The name and address of all prize recipients must be furnished.

3. Cash or gift card prizes of all amounts require a signature or email from the recipient confirming transference of the prize; for e-gift cards, an email receipt from the buyer which shows both the sender's and recipient's information may be used instead.

4. Prizes of $600.00 or more to a single recipient, whether cash or a tangible item or a mix, and whether at once or in aggregate during a calendar year, are taxable to that recipient. An IRS Form W-9 must be obtained from the prize winner and accompany the RFD. Foundations will issue an IRS Form 1099 if applicable.

10.2 Raffles and Door Prizes

Although the South Carolina State Legislature now allows certain nonprofit organizations to conduct raffles, University Foundations does not participate, and these types of expenses will not be reimbursed.

The only instance for which Foundations will reimburse for door prizes is if the event is open to everyone and there is absolutely no payment received from the participants. This includes payment for a raffle ticket, a meal, entry to the event at which the random drawing is being held, or anything else that could be so construed. Door prizes are limited to $150.00, and Foundations needs to know the name and address of each recipient.

10.3 Auctions

Items to be auctioned off for otherwise approved purposes may be purchased with or reimbursed from Foundations' funds.

I. Assets & Technology

11. Assets

The department requesting Foundations' funds for any purchase of a physical or technological asset is responsible for properly safeguarding that asset. Physical and technological items purchased for University business use, whether paid for directly by Foundations or reimbursed, become property of the University and are not the property, and shall not be transferred to become the property, of any individual.

Warranty cost can be paid or reimbursed <u>if purchased together</u> with the associated asset.

Any assets or capital improvements costing over $5,000.00 will be reported to USC Controller's Office to be placed on its inventory list and potentially be capitalized.

12. Cellular Phones and Plans

Foundations may reimburse ad-hoc or issue monthly stipends for cellular phones and cellular phone plans used by University employees.

12.1 Reimbursement

An employee requesting one-time reimbursement for a paid cell phone bill must submit an RFD along with an image of an original bill detailing the cellular plan. The RFD submitter must acknowledge that the reimbursable portion of the bill conforms with at least <u>one</u> of the following IRS qualifications:

1. The job function of the employee requires him/her to be outside of the assigned office or work area more than 50% of working time, and immediate responses are required; or
2. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours; or
3. The employee is a critical USC decision maker who needs to be immediately accessible; or
4. Other reason - further justification must be supplied.

12.2 Monthly Stipend

In order for Foundations to pay a monthly stipend for cellular phone plans (talk time, data usage, etc.), a current-year Cell Phone Stipend Request Form must be completed and sent to Foundations. The form must be submitted once per <u>calendar</u> year as well as any time an employee's cellular plan changes (not including taxes or other uncontrollable items). Acceptance of the Request is subject to the following conditions:

1. The monthly stipend amount requested is substantiated by either an image of the original plan information or of an original bill (no more than one month old) showing the same.

2. The "Allowance End Date" is not past December of the current calendar year; a new Cell Phone Stipend Request Form, including proper updated documentation, signatures, and allowance dates, must be submitted at least once per calendar year for each employee. (In order to avoid skipping January payments, please submit renewal requests in December.)

The Request form will also serve as a recurring RFD until the Allowance End Date as indicated; an employee should not submit more than one such form per plan per calendar year and should not submit any Foundations RFD for the stipend. Stipend checks will be processed automatically during the third week of each month by Foundations whenever possible.

By submitting a Stipend Request Form, the employee's department assumes the responsibility to notify Foundations as soon as possible should the individual become separated from the University.