



**Memorandum**

July 27, 2009

MARY ANNE FITZPATRICK, DEAN  
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR  
OF PSYCHOLOGY

TO: College of Arts and Sciences  
Department Chairs, Directors, and Business Managers

FROM: Mary Anne Fitzpatrick 

SUBJECT: **Departmental Spending Authority**

---

The College's financial affairs unit started reviewing all departmental spending actions where the total cost exceeded \$1,500 in March 2005. The unit also started conducting rotating weekly site visits to strengthen departmental understanding of and compliance with fiscal regulations set forth by the State of South Carolina, USC, the College of Arts & Sciences, and the USC Educational Foundation in August 2005. Since the majority of departmental site visits ended with positive outcomes and corrective action was taken by the others, the College's financial affairs unit will **no longer** review departmental spending actions. **The effective date of this change will be August 1, 2009.**

With the exception of the items outlined below, departments are authorized to forward **ALL** spending actions to include: purchase requisitions, direct expenditure vouchers (DEV), travel authorizations (TA), travel reimbursements (TRV), and educational foundation check authorization/requests directly to the University's central processing units. Assistant Dean Glenda Ridgely will continue to review the following spending actions:

- Reimbursements to direct reports to the Dean
- Membership dues regardless of the paying method or funding source
- Request to expend University funds on food items
- Educational foundation requests for cash advances, purchase of alcohol for more than one event, door prizes for employee events, reimbursements for spouse meal expenses, reimbursement for new employee's relocation expenses

The College's financial affairs unit will conduct weekly site visits on an as needed basis.

Thank you for your work on behalf of the College.

COLLEGE OF ARTS AND SCIENCES

---

UNIVERSITY OF SOUTH CAROLINA • 251 GAMBRELL HALL • COLUMBIA, SOUTH CAROLINA 29208  
803/777-7161 • FAX 803/777-4532

AN EQUAL OPPORTUNITY INSTITUTION