

SECTIONS	PAGE NUMBERS
The Statewide Payroll/Accounts Payable Division	1
CHAPTER 1: FUNCTIONS AND RESPONSIBILITIES	1
Section 1: General	1
1. Voucher Audit	1
2. Payroll	2
CHAPTER 2: DISBURSEMENT REGULATIONS	3
Section 1: Authority	3
1. General	3
Section 2: Per Diem	4
1. Per Diem - Legislators	4
2. Per Diem - Election Workers	4
3. Per Diem - Boards, Commissions and Committees	4
4. Per Diem - State Employees	5
5. Per Diem - Special Judges	5
6. Per Diem - Board of State Canvassers	5
Section 3: Subsistence	6
1. General	6
2. Foreign Travel - State Employees	7
3. Constitutional Officers	7
4. Legislators and Lieutenant Governor	7
5. Legislative Standing Committees (Interim)	8
6. Legislative Joint Study Committee (Interim)	8
7. Legislators Compensation from Committees	9
8. Non-Legislative Members of Committees	9
9. State Grand Jury	9
10. Boards, Commissions and Committees	9
11. Supreme Court Justice and Court of Appeals Judges	10
12. Circuit Court Judge, Family Court Judge, and Administrative Law Judges	10-11
13. Solicitors	11
14. Workers' Compensation Commission	12
15. Insurance Examiners	12
16. Migrant Farm Worker's Commission	13
17. Dual Employment	13-14
18. Volunteers	15
19. Consultants	15
20. Travel Advances	15-16
21. General Rules	16-21
22. Advance Payment of Airfares and Registration fees	21
Section 4: Mileage	22
1. Legislators	22
2. State Employees	22-23

3.	State Employee Travel During Regular Hours Between Employee's Home and Office	23
4.	Department of Employment Workforce	23
5.	Workers' Compensation Commission	23
6.	Migrant Farm Workers Commission	23
7.	Volunteer Workers	24
8.	Dual Employment	24
Section 5: Expense Allowances		25
1.	Chief Justice, Supreme Court Justices, Circuit Court Judges, Family Court Judges, and Court of Appeals Judges	25
2.	Special Judges	25
3.	Solicitor	25
4.	General Assembly	25
5.	Committee Chairmen - General Assembly	26
6.	Expenses - Presidents of Colleges and Universities	26
Section 6: Election Expense		27
1.	County Registration Board Members and County Election Commissioners	27
2.	Board of State Canvassers	27
3.	Managers and Clerks	27
Section 7: Compensation - Judicial Commitment Act		28
1.	Court Appointed Examiners, Guardians and Attorneys	28
2.	State Agency Responsibilities	28
Section 8: Moving Expenses		29
1.	State Employees	29-30
Section 9: Procurement		31
1.	General	31-32
2.	Procurement Rights, Powers, Duties and Authority	32-33
3.	Procurement Exemptions	33-34
4.	Certification Authority	35
5.	Small Purchases	36
6.	Sole Source Procurement	36
7.	Emergency Procurement	37
8.	Information Technology Management Office	37-38
9.	Selection of Architect-Engineer, Construction Management and Land Surveying Services	38
10.	Consulting Services	38
11.	Auditing and Accounting Services	38
12.	Legal Fees and Services - General	39-41
13.	Bond Requirements	41-42
14.	Advertising – Legal Notices	43
15.	Capital Improvements	43-44
16.	Art Objects – Paintings, Antiques, and Sculptures	44
17.	Unauthorized Procurements	45
Section 11: Dual Employment		46
1.	General	46-47

Section 12: Donations	48
1. Deposit of Funds	48-49
2. Expenditure of Funds	50-51
Section 13: Contributions	52
1. Report Requirements	52-53
Section 14: Aid to Subdivisions	54
1. General	54
Section 15: State Accounting Officer	55
1. General	55
Section 16: Employee Benefit Payments	56
1. Retirement Payments	56
2. Social Security Payment	56
Section 17: Sale of Property	57
1. Regulations for Sale, Lease, Transfer and Disposal	57
2. Sale of Surplus Supplies and Personal Property	57
3. Trade-In Sales	57-58
4. Sale of Unserviceable Materials and Equipment	58
5. Sale of Real Property	58
6. Sale of Timber	59-61
Section 19: Funds	62
1. Appropriation of Funds	62-63
2. Federal Fund Allocations	63-64
3. Other Funds Authorization	65
4. Research Grants and Student Loan Funds	66
5. Deposit of Funds	66
6. Expenditure of Funds - Federal and Other Funds	67
7. Indirect Costs Recoveries	67-68
8. Statewide Indirect Cost Allocation Plan	68
9. Transfer of Appropriations	68-69
10. Quarterly Allocations	69-70
Section 20: Miscellaneous	71
1. Petty Cash Fund	71
2. Gifts, Flowers, Parties and Other Benefits	71-74
3. Replacement of Personal Property	74
4. Credit Cards	74
5. Agency Head Business Expenses	75
6. Membership Dues	75-76
7. Functions at Clubs or Organizations which Discriminate	76
8. Fiscal Year Closing	76-77
9. Document Processing	77-78
10. Document Inquiry	78-79
11. Definition of Terms	80
Section 21: Travel Regulations	81

1.	Comptroller General's Office Regulations for Reimbursement for Travel and Subsistence Expenses SC Code of Laws	81-94
Section 22: Late Payment Charge Regulations		95
1.	General	95
2.	Policy	95
3.	Code of Laws of South Carolina	95-96
4.	Exemption	96
5.	Current Interest Rate	96
6.	Interest Expense- Late Payment Charge	96-99