

Exemptions to the Procurement Policies and Procedures

Under the guidelines of the *South Carolina Consolidated Procurement Code (Code)* and related published exemption lists provided through South Carolina Procurement Services, the types of purchases noted below are exempt from the requirements of the *Code* and from the general procurement procedures of the University.

Invoices for expenditures that fall within these exemption guidelines may be sent directly to Accounts Payable without the need for processing through the Purchase Requisition system or the use of a Direct Payment Authorization (DPA). University budget account numbers are to be placed directly on the invoice along with the signatures of the Budget Officer and all other approval areas based on the nature of the expenditure (Vice Presidents, ITS, Grants, Deans, and/or Department Chairs). The notation "Exemption # (insert number)" shall also be placed directly on the invoice with the corresponding number noted below.

These exemptions do not apply to situations involving purchases of goods that are inventoriable or purchases of goods and services which involve a vendor-required contract or agreement. These types of purchases must be processed through the Purchase Requisition system.

Even though a purchase may fall within one of these exemption guidelines, the obtaining of additional pricing from various sources is highly encouraged.

- #6 Expenditures using 14 funds, except if the funds are used for the purchase of construction, architect-engineer, construction-management, and land surveying services. (14 funds are those derived from the operation of canteens and bookstores.)
- #8 Purchases of articles for commercial sale. The entire cost of the purchase must be covered through the resale and the article must be available to the general public.
- #11 Purchases of published books, periodicals, and technical pamphlets.
- #13 Purchase of postage.
- #15 Invoices for gas, electricity, and water and sewer services provided by public utilities which are subject to rate regulation by the Public Service Commission.
- #19 Purchase of professional dues and memberships.
- #21 Purchase of services of attorneys which have been previously approved by the South Carolina Attorney General.
- #75 Purchase of advertisements in professional journals or publications.
- #76 Purchase of advertising time or space in newspapers, on radio or television (does not include billboards or the internet).
- #85 Payment of tuition to all institutions of higher learning (public or private).
- #125 Purchase of supplies, services or information technology from the South Carolina Department of Corrections, Division of Prison Industries.

Questions concerning application of the above exemptions should be directed to the Office of Procurement Services. The University's Director of Procurement Services is the final authority on the applicability of the above exemptions and others which are noted in the *Code* with respect to University's expenditures.