

SUBJECT: Compensation for Personal Services
Number: 619
Issued by: Vice Chancellor for Finance
Date: January 1, 2004

It is very important that no employee -- staff or faculty - obligate the University by way of written or oral contract for payment of services without first going through proper channels.

The proper channels for all actions dealing with compensation for personal services, to include honorariums, is the use of USCB Form Personnel Requisition/Request for Compensation. No oral or written contracts will be initiated until this USCB Form is fully signed and approved. In this connection, it must be remembered that no contractual authority exists at USC Beaufort other than in the case of the Chancellor.

Any compensation commitments made other than through normal channels of the University become the personal liability of the person making such contracts or commitments.