



SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

RUTLEDGE BUILDING
1429 SENATE STREET
COLUMBIA, S. C. 29201

HOWARD R. BOOZER
EXECUTIVE DIRECTOR

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TELEPHONE
803/758-2407

TO: Dr. Robert C. Edwards
Dr. Larry A. Jackson
Dr. William M. McCord
Dr. M. Maceo Nance, Jr.
Dr. William H. Patterson
Lt. Gen. George M. Seignious, II
Dr. Walter D. Smith
Dr. Theodore S. Stern
Dr. Charles B. Vail

FROM: Howard R. Boozer

On July 10, Mr. P. C. Smith met with the Commission on Higher Education to discuss procedures for submitting requests for capital and operational funds. The following procedures which have been in effect were confirmed.

All requests for financing of either operational or capital requirements from the public colleges and universities will be submitted initially to the Commission on Higher Education and thence by the Commission to the Budget and Control Board and the General Assembly in accordance with appropriate statutes or established procedures.

The Appropriation Formula will be limited to use in requesting funds for operational purposes.

In submitting requests for capital improvements, the institutions will use BCB Form E-1, Application For Approval of A Permanent Improvement Project. Sufficient attachments should accompany this form (1) to justify and describe the project or purpose for which financing is requested and (2) to suggest preferred and alternative sources of funding. It should be noted that BCB Form E-1 includes an entry for "Basic Equipment and Supplies".

If in the past basic equipment costs have not been covered in the initial request, or if capital costs have escalated so that available funds are insufficient, the institution may submit a request for supplemental capital funding. Funds for these purposes will not be included in the operational budget request. Each request will be considered on its merits by the Commission and forwarded to the Budget and Control Board with a recommendation. If the Budget and Control Board determines a request should be supported it will also determine the appropriate source of funds.

cc: Members, Commission on Higher Education
Mr. P. C. Smith