



Business Office Procedure for Invoicing LTA, LIFE, SCNBG, SCNGCAP and Palmetto Fellows

Technical College of the Lowcountry hereby establishes the following procedures for disbursing and processing invoices for the following South Carolina programs: Lottery Tuition Assistance Program, SC Needs Based Grant, LIFE, and Palmetto Fellows, Enhancement(s), and SCNGCAP.

1. The Financial Aid Office awards the South Carolina Lottery Tuition Assistance Program, SC Needs Based Grant, SC LIFE, and SC Palmetto Fellows, Enhancement(s), and SCNGCAP in accordance with established regulations.

2. Funds are disbursed and posted to each student's account in advance of invoicing based on the schedule listed below and weekly based on student enrollment:

Fall term	Invoices due November 1
Spring term & Fall term adjustments	Invoices due April 1
Summer term & Spring term adjustments	Invoices due June 1
Summer term adjustments <i>only</i>	Invoices due August 20

3. Affidavits are collected for designated funds; and those funds remain estimated until required affidavits are received.
4. Disbursed funds are reconciled, and reports are reviewed for accurate fund management.
5. CERS Report Processing - On or before the CERS determined deadline for each academic term, the financial aid office will compile, review, and submit the official state aid disbursement report to SC Board of Technical Colleges (SCBTC). The report is reconciled with the Business Office before submission.
6. IT Department will notify Financial Aid and the Business Office that the CERS file has been submitted to SCBTC.
7. The Business Office will complete invoicing of the State of South Carolina for SC Needs Based Grant, LIFE, Palmetto Fellows, Enhancement(s), and SCNGCAP. The invoice amount will match the amounts as reported on the accepted state aid disbursement report.

The Business Office sends invoices electronically to the SC Commission of Higher Education by sending the invoice in an email to invoices@che.sc.gov to the attention of Brett Mills (SCNBG, Life Scholarship and Palmetto Fellow) and Alfie B. Mincy (SCNGCAP). The Business Office submits the invoice based on the schedule listed above to ensure that Financial Aid has applied all funds.



TECHNICAL COLLEGE
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Receiving State Aid Funds

After sending the invoice to the state of South Carolina, the Business Office will check on a regular basis to see when the requested state funds have posted to the college's specified bank account.

Business Office Procedure for Reconciling LTA, LIFE, SCNBG, SCNGCAP and Palmetto Fellows

Once Financial Aid has disbursed the funds into the student's account and communicated this to the Business Office, the Business Office runs two reports and compares them against the General Ledger. One report from Report Manager by fund type and the other one from Colleague (FMGT). The reports are reviewed, and any differences are noted. After the Business Office performs the state aid reconciliation, we submit an invoice per fund type to the State of SC, including the list of students receiving the specific aid, date and amount. Once the invoice has been submitted, the Business Office will receive an email from the CHE staff, advising about the payment of the invoice. In the following days, the Business Office checks the bank account for the deposit. Upon receiving the deposit in our account, the Business Office will post it to the general ledger in our accounting system.

Lottery Technology Equipment Funds

Funds are allocated by the Legislature to SCTCS. In turn, SCTCS allocates a portion of the Lottery Technology Equipment funds to TCL by a formula. SCTCS notifies TCL's CBO once the allocation has been calculated, and TCL's Business Office establishes the annual budget for the lottery equipment fund based on that amount.

Expenditure of the equipment funds are under the general control of TCL's CIO (with oversight from the CBO). The funds are designated to be used for the replacement of equipment as needed to keep the college's technology current. Typical uses include replacement of obsolete servers, networking equipment and faculty/staff computers. The TCL Business Office tracks overall expenditures versus budget. If any funding remains unspent at the end of the fiscal year it is rolled forward to be used in the subsequent year.