

**RECOMMENDED PROCESS FOR MANAGING THE NON-SALARY
EXPENDITURE FREEZE FOR STUDENT AFFAIRS
AS OF 1/30/09**

Background: The state of Florida's revenue projections continue on a downward spiral negatively impacting the funding for the SUS and USF. Recent data suggests that additional reductions will be needed both in the short and long term. The full impact of these reductions is not yet known. In an effort to address the potential reductions, we have been asked to prepare a 5% and 10% base budget reduction plan for the next fiscal year. In addition, in an effort to cover potential revenue shortfalls in the fourth quarter of this fiscal year, we must conserve our cash outflow by implementing a hiring freeze and eliminating all non-essential spending. The hiring and spending freeze will remain in effect until such time that permanent reduction plans are presented and approved by the university.

Recommendation: "Essential" spending will need to continue in order to provide current services until such time that the permanent budget reductions are approved. In order to provide the necessary focus on spending during the freeze:

- 1) Any expenditures over \$1,000* (whether one time or recurring expenses that exceed \$1,000* through the end of June) should require additional levels of oversight and approval by the Director and AVP/VP. Sufficient justification will be required to demonstrate the essential need for the expenditure and that appropriate steps were taken to get the best cost/value. (see attached form)
- 2) Expenditures which are recurring in nature, even if not permanent such as new or renewed contracts, will require additional justification. This justification must include an explanation as to why the expenditure cannot wait until the freeze is lifted.
- 3) All travel, regardless of cost, will require justification for the expenditure by the traveler and approval by the Director and the AVP/VP. (see attached form)

Directors, in conjunction with their AVP/VP, should make a list of critical expenditures for which, once approval is made, no additional approvals will be required. Examples include, utilities, insurance and contractual commitments that cannot be canceled.

Financial reports will be distributed on a monthly basis to the AVP/VP's so that they, in conjunction with the Director of Business, Student Affairs who is the Budget Council representative, can review the spending trends. If adjustments need to be made, the Director of Business will communicate with the AVP/VP so that adjustments in future spending can be accomplished.

- Departments that have facility maintenance responsibilities will have an approval limit of \$5,000 for expenses related to the maintenance of the building. All other expenditures for that entity will fall under the \$1,000 approval limit.

**Non-Personnel Expenditure Freeze
Exception Form**

CHARTFIELD COMBINATION: _____
Fund Dept Product Initiative

REQUESTED ITEM(S)/ACTION: _____

DOLLAR AMT: \$ _____ REQUISITION # _____

DEPARTMENT: _____

POSITION TITLE: _____

All requests for exceptions must be submitted in writing and must include information to address the following questions.

- 1) Specific reason for the exception, including the direct impact on core and essential business operations.

- 2) Show how suspending, delaying or freezing requested action would negatively impact essential or critical business operations.

- 3) Show that other methodologies and/or options have been explored and exhausted. Please attach other quotes or pricing schedules as comparative data if obtained.

Department Director (Designee) Signature: _____ Date: _____

AVP/VP/CFO Signature: _____ Date: _____

**Travel Expenditure Freeze
Exception Form**

DEPARTMENT: _____

NUMBER OF PERSONS ATTENDING AND TITLES:

CONFERENCE NAME, DATE(S) AND DESTINATION:

APPROXIMATE COST OF TRIP: _____

All requests for travel exceptions must be submitted in writing and must include information to address the following questions. ***Travel that has already been approved will need review and approval by the E-Team. Please include information as to what has already been spent on registration, flights, hotels, etc. and what amount, if any, is not refundable.***

- 1) Provide information related to travel including name of conference, method of travel (air or car) and reason for travel (professional development, certification or licensure requirement, professional education, presentation of materials at conference).

- 2) Have other travel, training or educational options have been explored and exhausted that may be less expensive?

- 3) Please explain how suspending, delaying or freezing this travel would negatively impact your operations.

Department Director (Designee) Signature: _____ Date: _____

AVP/VP/CFO Signature: _____ Date: _____