

NC STATE UNIVERSITY

MEMORANDUM

To: Deans and Vice Chancellors

From: Charles D. Leffler, Vice Chancellor for Finance and Business
Warwick A. Arden, Provost and Executive Vice Chancellor

Charles D. Leffler
Warwick A. Arden

Date: March 20, 2013

Re: 2012-13 Spending guidelines

On March 8, Governor McCrory issued a memorandum outlining spending guidelines for state agencies for the remainder of fiscal year 2012-13. Those guidelines limit spending related to salary adjustments, travel, and general purchasing.

Charles Perusse, Vice President of Finance for the University of North Carolina system, issued a memo on March 20, 2013, clarifying that the constituent institutions of the UNC system should also comply with the intent of the Governor's directive, effective immediately.

Both memoranda are attached and will be in effect until June 30, 2013, unless specifically altered by the Governor or the UNC president or chief financial officer.

Salary adjustment restrictions, as defined in the UNC memorandum, will apply to positions funded in whole or in part from state appropriated funds. However, salary adjustment requests already formally submitted to Human Resources by 5:00 pm today (March 20) may be implemented once endorsed by HR. Salary adjustment requests submitted after 5:00 pm March 20 must comply with the UNC guidelines.

Travel expenditures on state appropriated funds must comply with the UNC guidelines, effective with travel authorizations not yet approved as of close of business March 20, 2013.

Purchases of services and supplies not ordered prior to close of business today should be carefully reviewed with every attempt made to avoid stockpiling supplies for use during 2013-14. It is understood that instructional materials will still be needed for the remainder of the academic year, for the summer session, or for distance education summer period courses.

2012-2013 Spending Guidelines

March 20, 2013

Page 2

No transfers of expenditures to state appropriated funds from other funding sources may be processed for fiscal year 2012-2013 after 5:00 p.m., Wednesday March 20, 2013 without the specific approval of Vice Chancellor Leffler.

Please contact your budget analyst in the University Budget Office if you have questions.

cc: Chancellor Woodson
Barbara Carroll, Associate Vice Chancellor for Human Resources
Steve Keto, Associate Vice Chancellor for Finance and Research Management
Mary Peloquin-Dodd, Associate Vice Chancellor for Finance and Business
and University Treasurer
University Business Officers