

>>> "Charles Leffler" <charles_leffler@ncsu.edu> 7/29/2009 2:26 PM >>>

July 29, 2009

MEMORANDUM

TO: Executive Officers and Deans

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

SUBJECT: Governor Perdue Executive Order # 20 -
Establishing Budget Restrictions

On July 24, 2009, Governor Perdue issued Executive Order #20 entitled "Establishing Budget Management Restrictions for State Agencies for the 2009-10 Fiscal Year." These spending restrictions apply to hiring of personnel, other employee related increases, purchases of goods/materials/services, and travel effective immediately and until further notice. All state agencies, including the University, are subject to these restrictions on State General Fund Appropriations.

We are attaching new NC State University's Emergency Budget Guidelines. The guidelines immediately superseded all previous Spending Guidelines and will require more advanced approvals. The new guidelines have been posted on the Budget Central website. A Frequently Asked Questions link will be added to Budget Central today, Wednesday, July 29, 2009.

The new process requires that we submit to the Office of State Budget and Management (OSBM), by noon on each Monday, those *allowable* type expenditures that have been campus approved by the Chancellor or his designee. This submission will be on separate forms for Personnel and Non-Personnel/Travel expenditures. Campus approved means the expenditure cannot occur until it is approved by the Chancellor and reviewed and approved by the OSBM. Any requests for exceptions to the guidelines must be campus approved by the Chancellor and submitted and pre-approved by the OSBM. The forms for submitting exception requests are included with the guidelines.

Requests for expenditures and exceptions to these guidelines must be submitted to the University Budget Office by the Dean/Vice-Chancellor or his/her designee (UBO) by close of business on Thursday of each week. The exception requests will be reviewed internally, and if approved, forwarded to the OSBM. OSBM then has one week to review and question allowable expenditures and respond to any exception requests. Please note all exception requests must be approved by OSBM prior to incurring the expense.

Please contact your assigned budget analysis if you have questions.