

Emergency Spending Guidelines

North Carolina State University
State Appropriated Funds

As of
July 27, 2009

SPENDING FREEZE EFFECTIVE IMMEDIATELY

On July 24, 2009, Governor Perdue issued Executive Order #20 entitled "Establishing Budget Management Restrictions for State Agencies for the 2009-10 Fiscal Year." The Executive Order may be viewed on the Budget Central website: http://www.ncsu.edu/budget_central/

To comply with this Executive Order and instructions, the following Emergency Spending Guidelines are in effect immediately for state appropriated funds (16030 Academic Affairs, 16031 Agricultural Research Service, 16032 Cooperative Extension Service, including Appropriated Receipts).

Actions contrary to these guidelines will result in the transfer of expenditures to non-appropriated funding sources.

Please note that these restrictions require a significantly greater amount of reporting and submission of reports/requests to the OSBM than previous restrictions. The expenditure of any state funds other than current payroll obligations requires the approval of the OSBM prior to the expenditure being incurred or offer of employment being extended. This approval may take up to one week from the date of submission to OSBM (Each Monday).

Personnel Expenditures

All proposed offers of employment must be submitted to your assigned budget analyst in the University Budget Office by close of business each Thursday.

- A. Actions that meet these guidelines are acceptable, but requires the approval of the Provost or Vice Chancellor for Finance and Business and the approval of OSBM prior to an offer being extended.
1. Hiring of faculty positions directly related to classroom instruction is still permitted, both tenure-track and non-tenure-track faculty positions.
 2. Hiring of public safety officer positions and positions responsible for the care of animals for which the University is responsible may continue to be filled.

B. Any action that does not meet the above guidelines requires that a request for exception be submitted and requires approval by the Provost or Vice Chancellor for Finance and Business and the OSBM prior to an offer being extended.

1. Hiring of positions that are in research and/or extension -- AND that are paid entirely from non-state appropriated resources -- is permitted using the normal approval process. (No exception request is needed)
2. All other EPA and SPA vacant positions funded entirely or partially from state appropriated funds are frozen, except those for which there was a verbal or written communication with the prospective employee through close of business July 24, 2009 detailing salary and anticipated start date.
3. Creation of a new position that is funded fully or partially with state appropriations is not permitted.
4. Salary reallocations to state appropriated funds are not permitted.
5. Any salary increases for any reason on incumbent personnel that include state appropriated funds are not permitted.
6. Any new personal service and fixed term contracts are not permitted.
7. Current staffing contracts with employment agencies and contractors (e.g., temporary staffing, IT contractors, etc.) may not be renewed at the expiration of the current contract period.
8. Current temporary labor appointments, including students, may be continued, but no new temporary appointments may be made.
9. Recruitment and selection processes
 - a. Searches officially underway may be continued but only appointments of teaching faculty/public safety/care of animals may be made pursuant to the personnel guidelines above.
 - b. New searches may be initiated, but no advertising or recruitment expenditures are permitted from state appropriated funds
 - c. No employment offers for positions other than direct classroom instruction, critical law enforcement, health care, public safety and/or related to the custody and care animals may be extended pursuant to the personnel guidelines above.

Non-Personnel Expenditures

C. No purchases may be initiated or made for goods or services that will require the expenditure of state appropriated funds except as noted below. All allowable expenditures must be reviewed and approved by the Provost or Vice Chancellor for Finance and Business and if campus approved reported to the OSBM for review and approval prior to the expenditure being incurred. These planned expenditures must be sent to your assigned budget analyst in the University Budget Office by close of business each Thursday.

1. Expenditures related to the purchase of supplies, equipment and materials required for direct classroom instruction are permitted.

2. Expenditures directly related to the health and safety of employees, students, and the general public are permitted as are expenditures related to animals that are in the University's care.
3. Purchases of computers for new faculty members are classified as permissible expenditures related to the classroom, as they are necessary for class preparation, for responding to student emails and for performing other instruction-related activities.
4. Commitments made to incoming faculty for start-up packages (e.g., scientific equipment, lab renovations and related expenses) should be honored if the faculty member will have classroom responsibilities.
5. No transfers of expenditures from non-state funds to state appropriated projects are permitted.
6. Postage, printing, copying, telecommunications, and other costs must be kept to a minimum and must address required university operational needs.
7. Expenditures to meet mandatory matching requirements to secure federal or other non-state funds are permitted.
8. Purchases of gasoline, other fuels and other supplies required to operate maintenance equipment and delivery vehicles are permitted.
9. Continuing payments on existing contractual obligations (leases, maintenance contracts, service contracts, insurance premiums, software licenses and ongoing maintenance and repairs) are permitted.
10. Expenditures related to commencement (program printing, postage and other costs) are permitted.
11. Payments of internal charges from campus service units that are related to contractual arrangements that are essential to day-to-day operations are permitted.
12. Expenditures required for economic development activities are permitted.
13. Emergency/unplanned repairs to facilities less than \$100,000 are permitted.

Travel Expenditures

D. No travel or training that will require the expenditure of state appropriated funds is permitted except as noted below. All allowable travel and training must be reviewed and approved by the Provost or Vice Chancellor for Finance and Business and if campus approved, reported to the OSBM for approval prior to the expenditure being incurred. These expenditures must be sent to your assigned budget analyst in the University Budget Office by close of business each Thursday. Travel for other than the above purposes is not allowed.

1. Travel directly related to delivering classroom instruction, economic development, public safety, public health and custody or care of animals is permitted.
2. In-state travel directly associated with the recruitment of potential students is permitted.