

>>> Charles Leffler 5/7/2009 11:57 AM >>>

Executive Officers and Deans,

As you are aware, the State has placed significant restrictions on the use of State funds (both appropriated and appropriated receipt supported - 201000 – 249999, 301000 – 349999, 4XXX50 and 4XXX52). It is the responsibility of all units to comply with those restrictions. This applies to ALL methods of procurement, including the MarketPlace and Pcards.

Since purchases on Pcards are direct expenditures without checks and balances before the purchases are made, it is critically important that expenditures on these cards be controlled by each department. Expenditures of state funds are prohibited using these cards without appropriate approvals. For the duration of the current budget restrictions, the default project code on each card must be changed to a non-state funds project to prevent inadvertent violations of the restrictions, or the card should be secured where it cannot be used. It is important to remember that expenditures made without approval will not be included in our cash allotment from the State, and therefore will have to be paid from non-state funds.

Expenditures on the MarketPlace must be limited to non-state funds or purchases approved by the Budget Office only.

Please communicate this information to your departments.

Information regarding spending restrictions and exceptions requests may be found at Budget Central at:

[http://www.fis.ncsu.edu/rm/budget\\_central/](http://www.fis.ncsu.edu/rm/budget_central/)

Thank you for your assistance,  
Larry A. Nielsen  
Charles D. Leffler