


Vice Chancellor for Business Affairs
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MEMORANDUM

To: UNCP Faculty and Staff

From: R. Neil Hawk 

Date: July 1, 2009

Subject: UNCP Budget Update – Continuation Spending 2009-2010

With passage of a 2009-10 continuation budget, at 85% of the 2008-2009 base budget, we are providing the following spending guidelines effective July 1, 2009. These guidelines will remain in effect until further notice, or until a permanent 2009-10 budget is approved.

Whereas, we have various and numerous expenditure items that must be paid in full, i.e. utilities, financial aid, maintenance/service contracts, continuing personnel etc., we will not be able to release 85% of your 2008-2009 operational budgets to each fund (department). Therefore, we will release general fund non-personnel budgets not to exceed 75% of last year's permanent budget allocation.

As of July 1, 2009 the normal University expenditure approval processes are in place and State restrictions ordered as of April 1, 2009 are not longer in place.

Please follow these guidelines as you manage your operational activities:

- Review each purchase carefully to ensure it is focused on the educational mission of the University and represents solid stewardship principles.
- Ensure that the total expenditure has been held to the minimum amount
- Internal purchasing activities processed against general fund appropriations are acceptable; including copies, printing, mail services, central stores, etc.

Travel restrictions remain in effect. Travel related to admissions and recruiting work, professional meetings (if a presentation by the traveler is involved or an officer position is held in the

organization sponsoring a meeting), Board of Trustee/Chancellor's Search Committee meetings, and travel approved in advanced by the Chancellor, will be authorized.

Advertising for established personnel vacancies and/or new positions will remain frozen, as will the employment of any new temporary or contracted employment, until further notice. Any exception to this must be approved in advance by the Chancellor. Appointment letters and faculty contracts from the State Budget lines should include the following statement, "Position continuation is subject to the availability of appropriate budget in the fund supporting the position."

In light of the ongoing State budget process, it is very important that we strive to be responsible and frugal when spending State money. Also, departmental financial managers are encouraged to utilize alternative funding sources when available.

As always, we appreciate your adherence to these guidelines as we continue to move our University forward in these difficult economic conditions.

Please utilize George Guthrie, Denise Carroll, Roger Killian, and Pam Barkett if you have questions regarding accounting, purchasing, budget, and personnel issues respectively.