

Listed below are frequently asked questions concerning mandatory obligations in accordance with the memo issued by OSBM on July 24, 2009. All items listed “Allowable” below must be preapproved by the agency head and reported to OSBM one week prior to the obligation. This information is intended to provide guidance to agency heads and CFO’s in determining what is allowable. The agency head is discouraged from approving expenditure of funds that were disapproved by OSBM during the last fiscal year. The agency head must review all expenditures and make sure that the expenditure of state funds is absolutely necessary to continue the core mission of the agency.

Question	Allowable	Not Allowable	By OSBM Exception Only
<b><u>New Purchase Orders</u></b>			
Can purchases for optional goods or services, not core to agency operations, be made?		X	
Can goods/supplies be purchased for resale? (Minimum quantities only)	X		
Can food and medical supplies be purchased for animals kept by state?	X		
Are P-card purchases subject to July 24 OSBM memo?	X		
Are emergency/unplanned repairs to facilities allowed (< \$100,000)?	X		
Are emergency/unplanned repairs to facilities allowed (> \$100,000)?			X
Are purchases for existing CI projects are allowed?	X		
Is emergency Repair & Renovation (CI) allowed?			X
Can cancellation/restock fees be paid (according to terms of contract) if funds are available?	X		
Can lab supplies be purchased? Only minimum to continue core operations.	X		
Can office supplies be purchased? (maximum of one month’s supply)	X		
Can required safety supplies and equipment be purchased?	X		
Can printing and mailing of materials required for core operations be purchased?	X		
Can existing and renewal leases for facilities and equipment be continued?	X		
Can security badges for employees be purchased?	X		
Can maintenance of vehicles, facilities and equipment that cannot be postponed be made?	X		
Can payments to state management agencies for services related to core operations be made?	X		
Can payments for purchases for direct economic development activities be made?	X		
<b><u>New Personal Service/Maintenance/Other Contracts</u></b>			
Can new mission critical current personal service contracts be executed?	X		
Can new personal service contracts for essential 24-hour custodial operations be executed?	X		
Can maintenance contracts that are required as part of the agency’s core mission, such as equipment maintenance agreements, security contracts, waste collection and disposal contracts, IT maintenance contracts, software license agreements, janitorial service contracts, etc. be made?	X		

Question	Allowable	Not Allowable	By OSBM Exception Only
<b><u>Travel</u></b>			
Can optional travel be made?		X	
Can future agency sponsored conference and training sessions be scheduled?		X	
Can agency sponsored conferences and training sessions that have been contracted or otherwise obligated prior to July 24 proceed, if funds are available?	X		
Can travel for required economic development be made?	X		
May out-of-state travel with agency approved written authorization prior to the July 24 OSBM memo be continued?	X		
Can travel continue for audits, inspections, regulation, investigations or school assistance as a mandatory job requirement?	X		
Can employees travel out-of-state?		X	X
Can out-of-state or out-of-country travel to provide classroom instruction be made?	X		
Can out-of-state or out-of-country travel to present at or attend a conference be made?		X	
Can mandatory commission and board meetings be held involving travel and subsistence?	X		
Can public hearing, subpoenas, contested cases be held?	X		
Can continuing education expenses be paid if the certification is required as a condition of employment?	X		
Can employees travel using 100% Federal Funds? ( <i>Note: This is not a reportable item</i> )	X		
<b><u>Hiring Employees</u></b>			
Can non federally supported vacant positions that do not provide direct classroom instruction, critical law enforcement, health care, public safety and/or related to the custody and care of wards of the state be filled?		X	
Can a state employee receive a salary increase when hired to fill a vacant position? This applies to positions that can be filled as a special exception as specified in item #4 of the July 24 OSBM memo. These are direct classroom instruction, positions critical to law enforcement, health care, public safety and/or related to the custody and care of persons for whom the state is responsible.	X		
Can an employee receive an in-range, career banding, reallocation, promotion, or other salary increase?		X	
Can a trainee receive a scheduled salary progression increase required to bring salary to the minimum? ( <i>Note: This is not a reportable item</i> )	X		
<b><u>Grants-in Aid/Special Appropriations</u></b>			
Can payments continue to be made to grant-in aid/special appropriation recipients? (limited to the lower of the House budget proposal or Senate budget proposal)? ( <i>Note: This is not a reportable item</i> )	X		