

University of South Florida, St. Petersburg 2009 Non-Salary Spending Guidelines

In preparation for anticipated further budget reductions in FY2009-10, Interim Regional Chancellor Sullivan has outlined restrictions on non-salary purchases, including all goods and services not absolutely critical to the education and support of our students, faculty, staff and facilities. These restrictions apply to all funding sources *except* grants and contracts, A&S fee funds and Foundation funds, and are effective immediately. Concession funds may be expended as planned/budgeted for 2008/09. Auxiliary expenditures that directly support a critical business function are exempt from purchasing restrictions, however, auxiliary travel requires advanced approval as noted herein.

The following critical purchases require no exceptional approvals and include:

Existing Contract and/or maintenance/service agreements

Note: Extensions/renewals require approval if they occur during the freeze period

Routine expenses, such as:

Telephone

Postage

Office Supplies (under \$1000, essential and routine)

Utilities

Merchant, bank fees

Pass-through expenditures to other departments

Compliance issues (fire safety, permits, insurance, etc.)

Software license renewals

Debt service, loan repayments

Biohazard waste pickup/processing; clean ups

State or federal mandates, fees, fines

Items already purchased but not delivered or billed

Maintenance and Cleaning supplies and parts

However, it is expected that spending on these items will be reduced from previous years and the current budget by at least 10%.

Financial Aid

University of South Florida, St. Petersburg
2009 Non-Salary Spending Guidelines
Page Two

Purchases of \$1000 or more and travel of any amount require approval in writing (see Non-Personnel Expenditure Freeze Exception Form) by the appropriate Regional Vice Chancellor or the Regional Chancellor, and include the following items. The benefit to USFSP must be part of the documented justification.

Travel: should be limited to conferences where the traveler is on the program, an officer or member of the governing body(ies) of the sponsoring entity, or where there is clear potential for enhanced university revenues (private donors, governmental agencies).

New contract/service/maintenance agreements

Equipment/OCO purchases

Renovations/Office Equipment/Furniture: will require approval of the appropriate Vice Chancellor regardless of dollar amount.

Computers and related expenditures: should anticipate extension of current replacement cycle by 20% with student or instruction-focused purchases having the highest priority.

