

University of North Carolina School of the Arts
Office of the Senior Director of Business Affairs

1533 S. Main Street
Winston-Salem, North Carolina 27127-2188
phone 336.770.3301 | fax 336.631.1233
www.uncsa.edu



To: Deans/Department Heads/Banner Users
From: Carin Ioannou
Date: July 27, 2009
Subject: 2009-2010 Budget/Spending Restrictions per Executive Order #20

On Friday, July 24th, the Governor of NC placed restrictions on the spending of General (State) Funds due to the State's cash position. These restrictions are similar to those set forth back in April 2009. All new purchase orders for goods or services that require the use of state funds must be preapproved by OSBM one week prior to entering into the obligation. All purchase orders that were executed prior to July 27th are permitted to be paid.

For Banner Users Only: In order to facilitate this process more efficiently than last quarter, we have turned on the "Approval Queue's" in Banner. This will mean an additional step when entering a requisition. See your Banner Purchasing Manual or the attached document that explains where you need to add your justification for the purchase. Currently, you see "Document completed and Forwarded to Posting" when you complete a requisition. With the approval queues turned on, you will now see "Document completed and forwarded to the approval process". We are using this method rather than the email/memo justification that was being sent to me back in April 2009. This should make this less time consuming for all banner users. The Interim Chief Academic Officer will initially approve all requisitions daily. We will run a report of all requisitions that have been approved through Friday each Monday morning. Sue Miller, Director of Budget, will submit this report to OSBM for approval by 11:00 AM that day. It will be the following Monday before the requisition will be processed IF OSBM does not deny approval. The Budget Office will contact you if your request is denied and your requisition will be deleted from the system.

All travel requiring the use of state funds are restricted to public safety, public health and classroom instruction ONLY. Out-of-state travel will NOT be authorized for any purpose with state funds, except those committed to prior to July 24th.

All vacant positions funded by state funds may not be filled. However, positions related to direct classroom instruction, student workers, temporary employees, law enforcement, public safety and/or public health must be preapproved by OSBM prior to submitting a contract. Please submit justifications to Sue Miller, Director of Budget, so she may forward to OSBM at 11am each Monday. All vacant positions funded by institutional trust funds/auxiliaries are permitted to be filled.

All salary adjustments are restricted. This includes promotions, reallocations, position reclassifications, career-banding adjustments and in-range adjustments.

Due to this order, Purchasing will NOT be releasing P-Cards on August 3rd due to these restrictions. However, as September approaches we will review the P-Card restriction. We are waiting to see if these restrictions are lifted. We do understand the student P-Cards in D&P and Film will need to be distributed at a later date.

We have revised the attached "Budget Management Spending Restrictions" to give you an understanding of what has changed.

The Financial Services and Purchasing staff appreciates your cooperation during this difficult time. If you have particular concerns or questions, please do not hesitate to contact a member of my staff for assistance.