

2009-2010 Spending Guidelines for UNCSA
Revised September 9, 2009

PERSONNEL EXPENDITURES:

1. Hiring of faculty positions directly related to classroom instruction must be approved by the Interim Chief Academic Officer.
2. All vacant positions funded by the General Fund must remain on hold unless special circumstances are presented and approved by the Chief Operating Officer and/or the Interim Chief Academic Officer. Vacant positions funded by Institutional Trust Funds may be filled as long as it corresponds to that department's 2009-2010 budget management plan.
3. Any State Funded salary adjustment recommendation must be submitted to the Executive Council for approval. All proposals must include detail documentation as to the merit of the request, pay equity verification from Human Resources and identification of departmental funding source. Salary increases on incumbent personnel from institutional trust funds require the prior review and endorsement by Human Resources and the approval of the Chief Operating Officer and/or Interim Chief Academic Officer (e.g. promotion, transfer, interim appointment, probationary adjustment, position reclassification, equity adjustment, additional duties, increase in FTE, or faculty retention) and must be in line with the department's 2009-2010 budget management plan.
4. Salary distribution changes effective 7-1-09 and forward are permitted with non-state funds ONLY as long as managed within the department's budget reduction plan.
5. Any new non-classroom State funded position must be approved by the Executive Council before they are created. Any new classroom positions must be approved by the Interim Chief Academic Officer and Chancellor before they are created. Any new positions created within the Institutional Trust Fund accounts must be approved by either the Chief Operating Officer or Interim Chief Academic Officer before they are created. Regardless of funding source, documentation outlining the critical need for the position, identification of funding source with budget approval, as to funding availability, and proposed salary range that has been approved by Human Resources and the Interim Chief Academic Officer for academic positions must be submitted when requesting approval.
6. All temporary staffing and student workers must be approved by the Chief Operating Officer and/or the Interim Chief Academic Officer regardless of fund source. Once written approval is received, please attach to the 301/401 form when routing for signatures so the Budget and HR offices are aware of the approval.
7. Any new personal service and fixed term contracts must be mission critical to be allowed to be paid from state funds and require the prior written approval of the Chief Operating Officer and/or the Interim Chief Academic Officer and should be attached to all routing documents. Non-State funds must follow the same procedures. All new contracts from July 1, 2009 and forward must contain an availability of funds clause as required by the Office of State Budget and Management.
8. Recruitment processes may be initiated or continued if the position has not been identified for elimination in the department's 2009-2010 budget reduction plan and is either a faculty position or funded with institutional trust funds.

NON-PERSONNEL EXPENDITURES:

Purchase Orders are allowed and will be processed as long as they are within the department's budget and meet the following guidelines:

1. All classroom expenditures are allowed if needed for classroom instruction or student performances.
2. All equipment related expenditures must receive prior approval from the Interim Chief Academic Officer or Chief Operating Officer.
3. Expenditures related to the purchase of supplies and materials, including office supplies, should be purchased on an as needed basis and should be kept at a maximum of one month's supply.
4. Printing and mailing of materials that is required for core operations only is permitted.
5. Maintenance of vehicles, facilities and equipment that cannot be postponed is permitted.
6. No furniture related expenditures are allowed at this time.
7. Purchases for existing CI projects are allowed.
8. Emergency Repair & Renovation (CI) expenses must be submitted to OSBM for exception approval.
9. Payments on existing contractual obligations (maintenance contracts, service contracts, insurance premiums, software licenses, leases and ongoing maintenance and repairs) are permitted; renewals of these obligations are permitted as long as the new contract includes an availability of funds clause as required by the Office of State Budget and Management.
10. Purchases related to the maintenance and repair of facility services functions are permitted as long as the expense is considered absolutely necessary to maintain a safe campus environment.
11. New mission critical personal service contracts are permitted.
12. Institutional Trust Funds used for meals and entertainment must be managed prudently. Expenditures for meals and entertainment must clearly benefit the school.

TRAVEL RELATED EXPENDITURES:

All travel funded by appropriations is to be limited to instances involving public safety, public health, classroom instruction, job requirements, student recruitment, advancement, student outreach, personnel recruitment, certification requirements, economic development opportunities and emergency situations related to the custody and/or care of persons for whom the state is responsible. Any exception to these guidelines requires the approval of the Chief Operating Officer or the Interim Chief Academic Officer.