



September 9, 2008

MEMORANDUM

TO: Vice Presidents
Chancellors

FROM: David McClain
President

A handwritten signature in black ink that reads "David McClain".

SUBJECT: FY 09 Budget Execution

Effective immediately, and until further notice, general funds may not be used for:

- the filling of current and future position vacancies not in recruitment as of the date of this memo (except vacancies which are for direct instructional (teaching) purposes),
- out-of-state travel,
- equipment purchases in excess of \$10,000 on a single purchase order,
- motor vehicle purchases,
- personal services contracts in excess of \$10,000 (except medical services, legal services, engineering and architectural services for R&M projects funded as operating costs, routine maintenance services necessary for ongoing operations (e.g. elevator maintenance; landscaping services; janitorial services), and special R&M services to extend the life of facilities and other assets (e.g., repainting, repaving, major repairs and the rehabilitation of facilities)).

Chancellors and vice presidents have the authority to approve mission-critical exceptions, (except for themselves, and for those positions which report directly to them, which require my approval), and must report their exceptions approved to my office each Monday.

This directive will be reviewed November 1, or sooner if new budget restrictions require.