

## INTEROFFICE MEMORANDUM

**TO: Christine Curtis  
Kristi Motter  
LaFreedra Jordan  
Mallie Hale  
Ray Garner  
Robert Lindquist  
Laterrica Shelton  
Todd Barre**

**FROM: Darren Dawson**



**DATE: MARCH 25, 2020**

**RE: MEASURES TAKEN IN RESPONSE TO POTENTIAL BUDGET IMPACTS OF COVID-19**

Given the economic impact of the COVID-19 epidemic, it will be necessary to impose the following measures immediately, which will be **in effect until further notice**. Taking these actions now may help us avoid more severe outcomes in the future.

The University has put in place a freeze/heightened review process for all hiring of state funded employees, whether a new position or filling a vacancy. Employees funded solely on grants or contracts are exempt from the freeze/heightened review process. If an offer has been made prior to today or an offeree has accepted a position prior to today, the positions are exempt from the freeze/heighten review. The human resources office has been instructed to not accept requests for job postings, job reclassifications or job creations/descriptions, or to move forward on searches in process without approval of the President. Last week we established a process for requesting exceptions to the hiring freeze and that form was sent to each of you. Please have your staff provide you with any requests for exemption from the freeze/heightened review. If you approve of the position moving forward, please forward it to Chih Loo in the Budget Office. I will review each position request and work with each Vice President to guarantee that every position under consideration for exception is critical to the University's mission.

The University is eliminating all non-essential or discretionary spending. With the exception of expenses paid from external contracts or grants (ledger 5), procurement will not process any requisitions, purchase orders, professional services or independent contractor agreements greater than \$1,000 without approval of the appropriate Vice President. Banner approval rules will be changed to route requisitions greater than \$1,000 to the controlling Vice President to approve electronically if the purchase is deemed essential to the operation of the University. Procurement on sponsored contracts or grants will follow the existing procedure without heightened review.

You should review purchasing card expenditure reports critically as they come through your office and counsel your staff or faculty on any inappropriate expenditures. Currently most cards

are limited to \$1,000, but some have higher limits. Each Vice President is encouraged to closely monitor expenses and consider reducing upper limits. I cannot stress enough the importance of eliminating non-essential purchases for the future of our university.

Examples of non-essential purchases include (but are not limited to):

- Travel vouchers
- Miscellaneous expense vouchers
- Conferences
- Meals
- Large numbers of computers or other equipment
- Consulting
- Renovations

Please provide this memo or your own version of this memo to your faculty and staff. Thank you for your cooperation, diligence and hard work in dealing with this unprecedented event.