

Annual Expenditures of One Time Funding

The University is working on changing its process for handling annual expenditures of one time funding requests. We are developing a two cycle process that will enable us to focus on larger strategic initiatives earlier in the fiscal year.

A. Requests Submitted

Submit requests in October/November timeframe for items that implement the University's strategic plan or impact the University as a whole. These requests should require \$25,000 and up.

Required Deadlines

1. Purchasing Card Cut Off on April 1, 2013.
2. Travel Reimbursement cut off on June 1, 2013.
3. Check Requests May 1, 2013 for funds 10000, 10500 and 10600 cut off on.

OPTION #1

1. Freeze all spending (except projected travel) at Departmental Level as of **April 1, 2013** for funds 10000, 10500 and 10600.
2. List of Projected Travel due to Controller's Office by April 15, 2013.
3. Funds will be swept on or about May 5, 2013.
4. All Departmental Requisitions with quotes due to Procurement Services by April 1, 2013.

OPTION #2

1. **March 8, 2013**, each division/budget area will submit a projection/list of ALL remaining expenditures for the fiscal year for funds 10000, 10500 and 10600.
2. First funds sweep – April 1, 2013.
3. Freeze spending – May 1, 2013.
3. Funds will be swept on or about June 1.
4. All Departmental Requisitions with quotes due to Procurement Services by May 1, 2013.

*First sweep done according to what was submitted by departments on **April 1**.*

Variables beyond our control:
 Summer revenue & summer Faculty Pay
 Possible Carry-forward Dollars
 Utilities
 Year-end Retirements – Vacation Payout
 Payroll Changes
 Travel Expense
 4th Quarter Salary Savings
 Unknown

Any remaining end of year \$

- B.** PBC will prioritize one time funding requests. These requests should be \$5,000 and above.