

Academic Affairs

2007-08 Non-Salary Spending Guidelines

President Genshaft has directed a freeze on all non-essential expenditures at USF to prepare for a 15% budget reduction. It is necessary to restrict spending in order to have cash available to cover a non-recurring reduction in the second half of 2007-08 plus help cover the implementation of any recurring reductions that will be mandated for 2008-09. Each VP area, in consultation with the Budget Council, has developed more specific guidelines and approvals to assist the University in the reduction efforts. The guidelines outlined below are not all inclusive and do not remove responsibility at all levels to ensure sound, essential and responsible expenditure patterns. These guidelines are for E&G, E&G carry forward, overhead, and auxiliary resources. These guidelines will be in place until the budget for 2008-09 is finalized.

Please submit the attached exception form to the appropriate office when an exception is requested.

Travel Expenditures

- Restrict to tenured and tenure earning positions (exclude non-tenure track personnel)
- Restrict to (a) conferences where the traveler is on the Program, (b) traveling to Washington to attain federal funding, or (c) an officer of an academic association.
- Expenditures under \$1,000 can be approved by the department chair (or equivalent).
- Expenditures between \$1,000 and \$2,500 require a dean/director approval.
- Expenditures \$2,500 or more require approval from the Provost's Office (Dr. Das).

Equipment

- Equipment should be paid from carry forward funds (when appropriate).
- Expenditures require the approval of the dean/director for expenditures between \$1,000 and \$5,000.
- Expenditures above \$5,000 require Provost's Office approval (Dr. Das).

Computers & related expenditures

- Current replacement cycles should be extended with the goal to reduce expenditures by 20% per year.
- Expenditures require the approval of the dean/director for expenditures between \$1,000 and \$5,000.
- Expenditures above \$5,000 require Provost's Office approval (Dr. Das).

Office Expenses (includes supplies, telephone, printing, etc)

The expectation is that each area will reduce their spending from previous years and the current budget by 10%. Each VP area will review the quarterly reports to evaluate the college/unit's progress.

Renovations / Office Equipment

All renovations/office equipment (ex. Desks, furniture, file cabinets, etc) will require prior approval from the Provost's Office (H. Schoenherr). This does not have a dollar limit.

New Service Contracts

- Expenditures under \$1,000 can be approved by the department chair (or equivalent).
- Expenditures between \$1,000 and \$2,500 require a dean/director approval.
- Expenditures \$2,500 or more require approval from the Provost's Office (H. Schoenherr).

