

M E M O R A N D U M

To: Deans, Directors and Department Chairs

From: Interim Vice President Steve Beditz

Date: June 11, 2010

Re: State Budget for SUNY Fiscal Year 2010-11

Given the current status of the state budget negotiations, it seems increasingly likely that SUNY will begin its new July 1 fiscal year without an enacted 2010-11 New York State budget in place. While we still hope that a new state budget will be enacted prior to the start of the SUNY fiscal year, fiscal prudence requires that we begin to prepare for the likelihood that a budget will not be approved until after July 1. Should this occur, we can expect that SUNY will be included in the weekly emergency spending bills the Legislature has been passing. The current practice for state agencies with an April 1 fiscal year start who have been operating on emergency appropriations has clearly demonstrated that those appropriations have been *severely* restricted, providing little to no funds for other than personal service (OTPS) expenditures. Moreover, SUNY has been involved in discussions with the Division of the Budget regarding the amount of emergency appropriation that will be provided and it has been confirmed that our funding will be at the minimal levels experienced by other state agencies.

Because of the anticipated limited level of appropriation and the uncertainty as to when we will receive additional spending authority, it is necessary to impose restrictions on procurement activity of other than personal service (OTPS) items (payroll will continue to be processed). We understand that summer is a critical time for accomplishing special projects and preparing for the new academic year and I apologize for the inconvenience these actions will cause. However, we must plan accordingly so that the University can operate at an acceptable and safe level under these circumstances, especially should the restrictions continue into the fall semester.

Accordingly, effective the close of business on Tuesday, June 22, 2010, all state procurement cards will be suspended. Additionally, state business activity with the on-line vendor systems will be suspended according to the following schedule:

Grainger	June 11, 2010
MSC	June 11, 2010
Staples	June 16, 2010
OfficeMax	June 25, 2010
Dupli	June 25, 2010
Fisher	June 25, 2010
Krackeler	June 25, 2010
VWR	June 25, 2010
IBNYS	June 25, 2010

After these dates, Purchase Requisitions for all critical purchases (health and safety related), including those that would have previously been made using a procurement card or on-line system, should be sent to the Purchasing (or Accounting Offices for direct pays) where a determination will be made on a case-by-case basis as to whether the purchase can proceed or not. Priority will be given to those items that most

severely affect the health and safety of University students and employees. It is also possible that our 2010-11 OTPS appropriations could be completely exhausted and absolutely no purchasing authority available.

I also ask that you limit state funded travel in your department or office to only those trips deemed critical as the associated costs also impact our available 2010-11 funding allocation.

Finally, effective immediately, no state purchases of any kind, using any ordering and payment mechanism (procurement card, purchase requisition, on-line ordering, etc.) can be made where the delivery, installation, AP-102 and payment date are expected to be beyond 5 p.m. on August 6, 2010. This cutoff date is final and necessary to insure that these purchases can be paid from current year (2009-10) appropriations and not exhaust the already limited 2010-11 appropriations. The only exceptions to this restriction are purchases directly related to the health, safety, and welfare of University students and employees and all such purchases are subject to central review and approval.

Please note that all of these restrictions apply to state, dormitory and IFR funding only. Research Foundation expenditures are not impacted by these restrictions. However, departments and offices must continue to adhere to state, Research Foundation and grant sponsor rules and regulations such as never using Research Foundation or external grant funding for state related expenses. Further, remember that once an item is purchased with Research Foundation funds, the expenditure CANNOT be later moved to a state account – it must remain on that Research Foundation account.

Spending restrictions are never welcome, but I am confident that if we all work together on this, we can continue to meet the campus needs until a final state budget is approved. If you have any questions, please contact Kim Bessette, Ed Kane or Dave Mason.

Thank you in advance for your understanding.

c: President Philip
Vice Presidents
Kim Bessette
Kevin Wilcox

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