

M E M O R A N D U M

To: Deans, Directors and Department Chairs

From: Interim Vice President Steve Beditz

Date: July 26, 2010

Re: State Budget for SUNY Fiscal Year 2010-11

Late last week, we received a portion of our expected fiscal year 2010-11 appropriations for State Purpose, Income Fund Reimbursable and Dormitory Operations. As a result, I am pleased to let you know that we will be able to resume Other Than Personal Service (OTPS) activity this week.

Procurement cards will be turned on today. In addition, the on-line vendor systems (Grainger, MSC, Staples, Office Max, Dupli, Fisher, Krackeler, VWR, IBNYS) will be re-activated by Wednesday July 28. Finally, you can begin submitting purchase requisitions to the Purchasing and Accounting Offices on Thursday, July 29. We will also take action immediately to begin to process the purchase requisitions you submitted during the past month while the systems were down.

We expect to have sufficient appropriation to accommodate all the campus needs. However, we have received only a partial allotment of our annual appropriation at this time. This is consistent with past practice and while we don't anticipate any severe shortages, we do ask that you be prudent with your orders so that we do not run out of allocation needed for basic campus operation and payroll prior to our next allotment in the fall.

If you have any questions, please contact Ed Kane or Dave Mason. As always, thank you for your patience and cooperation during the last month.

c: President Philip
Vice Presidents
Kim Bessette
Kevin Wilcox