

April 14, 2020

Dear Colleagues:

Effective immediately, and until further notice, we are issuing an essential only OTPS (Other than Personal Service) spending directive. Given the financial impact of COVID-19, the University must take steps to preserve cash. In addition, SUNY System Administration has required campuses to implement enhanced controls and oversight of expenditures. This will be a challenge for all of us and I appreciate your patience and understanding.

The University will process only essential expenditures that are:

- **Health and/or safety related**
- **Mission critical to University operations**
- **Legally binding, including MOUs or agreements that provide revenue to offset expenditures**

This directive will apply to all State funding sources (State, DIFR, & IFR). The following actions will be implemented:

- Essential purchase requests must be submitted on a Purchase Requisition, with a description of what is being requested and why the purchase is necessary to:
purchasing@albany.edu
 - Vice Presidents (or appropriate designees) need to review and approve requests prior to submissions to the procurement office. The University Controller will deem whether the expense is essential and communicate as appropriate.
 - Please anticipate slower processing times given there will be an increased level of review and approval on all purchase requests
- Travel Cards will be deactivated immediately
 - If you must travel on University business, the following criteria applies:
 - Approval will need to come via the unit Vice President (or their designee)
 - You will need to demonstrate in writing why it is critical to travel and this must accompany the VP request
 - Requests should be submitted to: Alisa Tyson (amtyson@albany.edu)
- Procurement Cards will be deactivated immediately
 - If a procurement card holder believes it is critical to keep a card active, please reach out to: Alisa Tyson (amtyson@albany.edu)
 - This should be a limited population of the University
 - If approved, it will be at a significantly lower per dollar transaction threshold

- Online ordering will be deactivated immediately
 - The following online resources will no longer be available until further notice
 - Proftech (Staples)
 - Grainger
 - Fantastic Graphics (Stationary)
 - Scientific Houses (VWR, Fisher, Krackler)
 - If you feel it is essential for your area to continue to have access to these resources, please reach out to: purchasing@albany.edu
 - Provide a justification why it is critical
 - This should be a limited population of the University

- Contractual Services
 - Contractual obligations will be paid per the terms of the legally binding agreement in place
 - All non-essential RFPs will be held until further notice
 - If you consider an RFP as essential, please contact Michelle DiDonna (mdidonna@albany.edu)

This directive is an essential step that our University must take in order to reduce spending. The University community must be mindful that only the most critical purchases should be pushed forward.

Thank you for your cooperation. If you have any questions or concerns, please contact Gerard Marino (gmarino@albany.edu) for additional guidance.

Sincerely,

Todd

Todd Foreman

Vice President Finance and Administration