As communicated in earlier emails to campus, all state agencies are under very restrictive spending guidelines implemented on April 9, 2009, to ensure that the State ends the fiscal year with a balanced budget.  Information contained in earlier state and campus communications is available at <http://www.wcu.edu/12299.asp> .

The Executive Council at their meeting on Monday, April 27, approved a list of exception requests for submission to the Office of State Budget and Management (OSBM) seeking their approval of certain state fund expenditures.  Based on the responses and guidance we have received from OSBM, it is critical that all campus departments strictly adhere to the following restrictions:

**Postage**

The WCU Budget Office submitted an exception request to OSBM for postage expenditures to be paid from state funds (Banner Funds beginning with a “1”) equal to ½ of last fiscal year’s expenditures in May and June.  This request was **not approved** by OSBM.  In discussions with OSBM, they emphasized that we must restrict our mailings to only those **essential** **for minimal business operations.**   In order to be granted an approval for funding for a minimal amount of postage, it is important that all campus departments take the following steps to curtail postage expenditures paid from state funds:

* Utilize the state courier services whenever possible
* Discontinue all private courier services, such as UPS, FedEx, etc.
* Discontinue or use non-state funds for bulk mailings
* Use electronic means of communication when possible

**Copy and Printing Charges**

Copying and printing out of state funded accounts should also be kept to a minimum.  The WCU Budget Office will submit an exception request to OSBM for May and June expenditures and expect approval of only a very minimal amount.

**Furniture and Equipment**

In addition to the above two categories, it is clear that OSBM will **not** approve fixed asset expenditures, including those for classroom furnishings and equipment, in the current fiscal year.  They are approving only requests for essential supplies that will be consumed in May and June.

As responses are received from OSBM on the exception requests submitted by the WCU Budget Office, the requesting department will be notified of the action taken by either the Provost’s Office (AJ Grube/Joe Philpott) and/or the Budget Office (Trey O’Quinn).

Thanks for your continuing patience as we work through this most difficult budget period.

Thanks

Chuck Wooten

Vice Chancellor for

  Administration and Finance