February 5, 2010

MEMORANDUM

TO: VP's, Deans, Directors, Department Heads, and Chairs (E&G ARRA Stimulus Funding only)

FROM: Michael Lake
Director, University Budgets

SUBJECT: Considerations for spending E&G Federal ARRA Stimulus Funds

We have completed seven months of spending of Florida State University’s allocation of E&G Federal ARRA Stimulus Funds. In anticipation of the end of fiscal year 2010, there are several things to keep in mind concerning the spending of these funds.

Considerations for spending ARRA Stimulus Funds:

1. All ARRA Stimulus Funds are non-recurring and must be spent by June 30, 2010. Payments must be dated June 30, 2010 or earlier. (Amounts encumbered are not considered spent.)

2. If employees have terminated from their Stimulus Funding, be sure their paperwork is submitted to Payroll/HR in a timely manner so that any remaining encumbrances are released and reallocated where applicable.

3. Absolutely No Leave Payouts may be funded using ARRA Stimulus Funds.

4. Departments are responsible for all negative available balances. There is No ARRA Stimulus Reserve.

5. If a Department’s Account is currently in a deficit, steps must be taken to clear that deficit by the close of each month, henceforth:
   a. Any budget transfers involving stimulus funds must be posted by the Budget Office. OMNI security will prevent departmental users from processing them. For assistance transferring stimulus budget, contact Gail Friedrich at gfriedri@admin.fsu.edu.
   b. Expenditure Transfers, where applicable, must be approved by the Budget Office prior to sending to General Accounting for posting. Again contact Gail Friedrich at gfriedri@admin.fsu.edu.

6. Any changes to your original plan for spending your ARRA Stimulus allocation must be approved by the Office of the Provost immediately.

7. If you anticipate not spending all of your ARRA Stimulus allocation, please contact Anne Blankenship in the Office of the Provost for re-allocation so that all of the funds are spent by June 30, 2010.

CC: OMNI Budget Managers