December 1, 2010

MEMORANDUM

TO: Vice Presidents, Deans, & Directors (Stimulus Funding Only)

FROM: Michael Lake
Director, University Budgets

SUBJECT: 2010-2011 ARRA Stimulus Funds

In order to ensure that all ARRA Stimulus Funds are expended this year, we need your cooperation in adhering to the dates referenced below. It is impossible to predict the number of hours an OPS employee will work as hours are often not stringently followed as employees get sick, need time off, or work additional hours. This normally is not an issue, but with the ARRA Stimulus funds, we are not allowed to carry over any cash and any amount unspent has to be returned to the federal government. All goods and services must be received and paid for by June 30, 2011. Goods not received by June 30, 2011 will have to be paid for with another source of funds. Therefore, new guidelines must be followed for all transactions associated with ARRA Stimulus Funds.

Salary/OPS

1. All OPS appointments to ARRA Stimulus funds must end by May 26, 2011. If a current appointment goes past that date, new paperwork must be submitted to Human Resources changing the appointment to another funding source beginning May 27, 2011. All paperwork must be submitted to HR by May 13, 2011.
2. If at all possible, there are to be no 9-month Faculty Summer appointments to ARRA Stimulus funds. Therefore, 9-month faculty appointments using ARRA Stimulus funds must end on or before May 6, 2011. Any exceptions must be approved by the Office of the Provost.
3. New appointments may be requested for approval, through the Office of the Provost, to reallocate any funds that may become available due to the new deadlines.

Non-Salary

1. If at all possible, all requisitions must be submitted to Purchasing by May 31, 2011 to allow time to receive goods and services. All invoices must be submitted for payment by June 24, 2011. This includes IDR (Interdepartmental Requisitions). Any exceptions must be approved by the Budget Office who will, in turn, communicate these exceptions to Purchasing.
2. No purchases can be made using departmental P-Cards or T-Cards after May 31, 2011.

These new policies and procedures are being implemented to help streamline the process, ensure accuracy and maximize the use of ARRA Stimulus funds. We hope that by explaining these new guidelines early, we will provide for a smooth end of year transition along with being in compliance as to when the funds must be spent.

If you have any questions or concerns, please contact Michael Lake (644-2478) or Gail Friedrich (644-4245) in the Budget Office.

Cc: OMNI Budget Managers and HR Representatives (Stimulus Funding Only)
Ralph Alvarez Michael Williams Dawn Snyder
Anne Blankenship Beverly Miller Marci Doolittle
Alvaro Bernal Christine Conley Phaedra Harris