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Regional Chancellor Message : 2008 : 05 : 23 : Budget reduction implementation update

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From: Dhingra, Ashok
Sent: Friday, May 23, 2008 4:32 PM
To:
Cc: White, Karen A.; Jakway, Julia
Subject: Budget Reduction Implementation Update

Dear Colleagues,

As you know, USF and USF St. Petersburg have taken steps to immediately reduce our recurring budgets. In the case of USF St. Petersburg, our initial plan for cuts to be implemented by July 1, 2008 totals \$3.1M. For your information, you will find attached a copy of the summary information for the 4% cut (Fall 2007) and the 6.6% cut (July 1, 2008).

I would like to take this opportunity to thank members of the Budget Council and those individuals who took time to provide Budget Saving Ideas. These ideas helped us improve the development of the Budget Reduction Plan. The Guiding Principles derived by the Budget Council were used by leadership in forming the strategic position for these cuts, and to keep us centered during this difficult time.

May I request that the members of the Budget Council, as they have done in the past, to please share this information with their constituent groups.

As a final update, please note that President Genshaft's address this week provided that a freeze of purchasing for all office supplies was enacted immediately (yesterday). The notice below provides the website for USF Office Stores for your use in purchasing office supplies through June 30, 2008. Also please note that P-card purchasing for office supplies was blocked effective yesterday. If you have a need for exceptions, please contact Bill Benjamin @ 3-4199.

Have a good Memorial Day weekend!

Ashok

FREEZE on Purchase of OFFICE SUPPLIES

President Genshaft announced on May 21, 2008 that effective immediately there is a freeze on purchasing of office supplies. The university is in the middle of completing a new centralized purchasing contract for office supplies. Until that contract is in place, university funds can only be used to purchase office supplies from USF OFFICE STORES.

Please note that USF P-cards have been centrally blocked from being used to purchase office supplies from office supply vendors. Furthermore, LIMITED PURCHASE ORDERS (LPO) have been blocked from being used in FAST for purchases from office supply vendors. FAST requisitions are open, but will be reviewed by purchasing agents for office supplies that can be purchased through USF Office Stores.

USF Office Stores can be contacted at 4-2029 or by website:

http://www.auxsvc.usf.edu/office_stores.asp