




PURCHASING DEPARTMENT
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UNIVERSITY OF
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TO: University Community
FROM: Betty Gil
Director of Purchasing 
DATE: September 26, 2008
SUBJECT: State Restrictions on Purchases

As you may recall, in May 2008 the Director of Administration restricted state purchases for the balance of FY08 and the beginning of FY09 to only those purchases that were deemed critical.

Effective October 1, 2008, a revised expenditure control process will be in effect per the attached memo from Director Jerome F. Williams dated September 15, 2008.

Accordingly, the Critical Expense Request Form is no longer required for purchases made on a college requisition and requiring the issuance of a State Requisition, purchases from RI Correctional Industries and Travel (TAR's).

If you have any questions, please contact the Purchasing Department at x42171.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
INTER-OFFICE MEMO

TO: Agency Directors

FROM: Jerome F. Williams
Director
Department of Administration

DATE: September 15, 2008

RE: Revised Expenditure Control Policy

A revised expenditure control process will be in effect as of 10/01/08. This process will replace the statewide critical expense forms and restricted spending policy that is currently in place. The objective of the revised process is to have a targeted control structure focused on the agencies that are projecting a deficit.

The revised process will include a new monthly operating report that estimates the amount of expenditures that are outstanding at the end of each month. The estimates will provide a baseline for enhanced analysis of spending patterns. Agency personnel will have an opportunity to revise the estimates via an Oracle form with the appropriate explanation. (Please note that this report will be comprised of general revenue accounts only. As a result, each Director is expected to monitor spending for all funding sources at the agency level.)

Agencies that are projecting a deficit will remain on the Restricted Spending Policy/Critical Expense Forms and be required to attend a planning meeting with the Purchasing Steering Committee to discuss initiatives to address the deficit. Agencies not projecting a deficit will be on a quarterly meeting schedule to review financial results and address any potential issues. Since this is the first month of the process, the restricted spending controls for agencies with a balanced budget for Fiscal Year 2008 will be removed as of 10/01/08. However, all agencies are required to complete a monthly report in an accurate and timely manner regardless of the projected position.

I have attached a schedule for the new process. Please ensure that your agency is prepared to meet the timelines detailed in the schedule. Additional details related to the process will be distributed to the CFO's of each agency. If you have any questions please contact Marc Leonetti at 222-6731.

Monthly Schedule

1. The report will be generated on the first Monday of each month and available on the first Tuesday of each month.
2. Agencies will be responsible to post adjustments by the second Monday of that month in the Oracle form that is provided. The Oracle form will allow for selection by Line Sequence and require an explanation for any adjustment.
3. A preliminary report will be available on the Tuesday of the second week for a final review by the budget analysts. The final review period will extend until Thursday.
4. The final report will be available on the Friday of the second week.
5. Agencies that are projecting a deficit will be contacted on the Friday of the second week to attend a review meeting the following week with the Purchase Steering Committee to discuss initiatives to address the deficit.

<u>October Schedule</u>	
Report Generation	10/6/2008
Initial Report Available	10/7/2008
Adjustments Due	10/13/2008
Preliminary Report Available	10/14/2008
Final Report Generated	10/17/2008
Review Committee Meeting to Select Agencies for Review	10/20/2008
Agencies Contacted to Schedule Meeting	10/20/2008
Agency Meetings	10/21-10/31

*A monthly schedule similar to above will be posted to the Controllers website for November to June.