



## MEMORANDUM

TO: UNIVERSITY COMMUNITY

FROM: Betty Gil  
Director of Purchasing

DATE: March 12, 2009

SUBJECT: Critical Expense Request

The State Department of Administration has notified all agencies that effective immediately the “Critical Expense Request” procedure, similar to last year, is again in effect for the remainder of this fiscal year as well as fiscal year 2010. I have attached a copy of the memo for your information.

As a result of this, the University will implement the same procedures that we used last year as indicated below:

Purchases of \$5,000 or less processed on a Limited Value Purchase Order (LVPO) do not require a “Critical Expense Request Form” (except LVPO’s to Correctional Industries and the State Central Distribution Center), however, it will be the responsibility of the college deans, administrative department directors and/or vice presidents to oversee/verify that all purchases are necessary to meet the academic, essential support and contractual requirements of the University.

All LVPO’s to Rhode Island Correctional Industries and/or the State Central Distribution Center will require that you attach an unsigned “Critical Expense Request Form” to the vendor copy and forward to Purchasing for processing. The form is located at: [http://www.uri.edu/purchasing/FORMS/Critical\\_Expense\\_Form.doc](http://www.uri.edu/purchasing/FORMS/Critical_Expense_Form.doc)

Purchases made on a college requisition and requiring the issuance of a State Requisition will require a “Critical Expense Request Form”, however, the form and instructions will be provided to you when it is deemed necessary. Therefore, you **do not** need to complete a “Critical Expense Request Form” unless notified by the URI Purchasing Department. These requests will be reviewed by URI Purchasing and signed by Robert A. Weygand, Vice President for Administration. Those approved will then be forwarded to the Office of Higher Education for their approval and processing to State Purchasing. Deans, directors and/or vice presidents shall take any necessary steps to ensure compliance with these requirements.

Travel and related expenses that have been contracted prior to March 16, 2009 will be honored. Future travel and related expenses shall be limited to those expenditures that are necessary to meet academic, research and outreach requirements of the university and any university contractual agreements. Travel related to normal operation of the university such as admissions, athletics and research are considered allowable expenses. Business travel to conferences, seminars and association meetings should be delayed for this fiscal year. Travel funded through third-party sources shall be honored. TAR's must be accompanied by a "Critical Expense Request Form" from the authorized individual (dean, director and VP).

If you have any questions regarding LVPO's and college requisitions, please contact the Purchasing Department at x42171. If you have any questions regarding travel please contact Trish Casey at x4422.


Thank you,

Betty Gil  
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Director of Purchasing  
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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
INTER-OFFICE MEMO

**TO:** Department Directors and Agency Heads  
Chief Financial Officers

**FROM:** Gary S. Sasse, Director  
Department of Administration 

**DATE:** March 9, 2009

**SUBJECT:** Discretionary Spending

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As you know the State is experiencing significant fiscal issues. I realize that many of the agencies have been under a restricted spending status throughout the year. However, due to a further decline in revenue, additional steps are required as we approach the end of the fiscal year.

As a result, all agencies will be restricted effective immediately related to non-discretionary accounts. The list of accounts is attached. If an expenditure is within the restricted account categories, you must complete the critical expense form and signed by the Agency Director. The signed form will then be attached to the original requisition submitted to the Department of Administration, Division of Purchases through the RIFANS system in accordance with the business processes. This process is similar to last year and specific instructions are available on the Purchasing website. Rhode Island Capital Plan Fund, Stimulus, 100% Federal, and Zero Dollar Travel will not be subject to this restriction.

Please note that travel that requires State funding will be restricted. However, if your agency has a travel scheduled that will generate revenue, special consideration will be granted after a detailed review.

In addition, you should not spend up to your appropriated balance in non-restricted accounts. Requests that involve material purchases of goods/services will be subject to review by the Department of Administration as well.

The policy as outlined above is being established for the following procurement actions:

- 1) Requisitions
- 2) Bids and Request for Proposals (RFP's)
- 3) Master Price Agreements (MPA's)
- 4) Agency Price Agreements (APA's)
- 5) Delegated Small Purchase Authority (\$5,000 and under)

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- 6) Grants
- 7) Delegated Authority (Agency specific)
- 8) All Autocreate processing

**Purchase Cards**

Purchase cards will continue to be used; however each department director is responsible for curtailing all non-essential expenditures. A weekly report will be reviewed by the Department of Administration on all purchase card transactions to ensure that expenditures are only critical in nature.

**FY 2010**

The departments will be submitting procurement requests for FY 2010. Given the fiscal constraints in FY 2010, it is equally important to reduce spending in the upcoming fiscal year as well. Prior to any procurement requests being processed for FY 2010, all departments and agencies must submit a summary of those critical procurements that must be processed. These are to be submitted to my attention and will be reviewed.

I understand the issues with taking these actions and the Department of Administration will do everything we can to minimize delays in critical expenditures. I must reiterate however that the reduction of expenditures is critical and these actions must be followed by all agencies. Department directors are responsible for curtailing all discretionary spending.

Attachments: Listing of natural accounts  
Critical Expense Request Form

State of Rhode Island  
Division of Purchases

Master Restricted Natural Account List - Sorted by Natural Account

Recommended Action	Expenditure Category	Expenditure Description	Natural A/C
Restricted	Contractor	Financial Services: Accounting/Auditing	631010
Restricted	Contractor	Financial Services: Investment/Banking	631020
Restricted	Contractor	Financial Services: Actuary	631030
Restricted	Contractor	Financial Services: Economists	631040
Restricted	Contractor	Financial Services: Other	631050
Restricted	Contractor	Public Relations Services	631100
Restricted	Contractor	Management Consultants	631200
Restricted	Contractor	Information Technology: Programming	632140
Restricted	Contractor	Information Technology: System Design	632150
Restricted	Contractor	Information Technology: System Support	632160
Restricted	Contractor	Information Technology: Database Administration	632170
Restricted	Contractor	Information Technology Services: General	632180
Restricted	Contractor	Training and Educational Services	633100
Restricted	Contractor	Seminars and Conferences	633200
Restricted	Contractor	Lecturers and Training Consultants	633300
Restricted	Contractor	Architectural Services	634200
Restricted	Contractor	Other Design, Engineering, Survey and Environ Services	634500
Restricted	Contractor	Clerical Services	637100
Restricted	Contractor	Other Temporary Services	637300
Restricted	Contractor	Lawn Maintenance and Groundskeeping	638300
Restricted	Contractor	Other Building and Grounds Services	638400
Restricted	Contractor	Honorariums	639100
Restricted	Contractor	University/College Services	639700
Restricted	Contractor	Communications and Media Related Services	639800
Restricted	Operating	Grounds Maintenance	640200
Restricted	Operating	Energy Conservation Expenses	640300
Restricted	Operating	Paving Supplies/Expenses	642500
Restricted	Operating	Signage/Sign Painting/Lettering	642600
Restricted	Operating	Clothing and Accessories	643010
Restricted	Operating	Staff Clothing, Uniforms, and Clothing Accessories	643011
Restricted	Operating	Client Clothing, Uniforms and Clothing Accessories	643012
Restricted	Operating	Agricultural, Horticultural and Fishery Supplies	643040
Restricted	Operating	Computer Supplies and Software and Equipment (less than \$5000)	643120
Restricted	Operating	Kitchen/Household Supplies and Equipment (less than \$5000)	643140
Restricted	Operating	Program Supplies and Equipment (less than \$5000)	643150
Restricted	Operating	Radio Advertising	643612
Restricted	Operating	Television Advertising	643613
Restricted	Operating	Other Advertising	643614
Restricted	Operating	Printing - Outside Vendors	643620
Restricted	Operating	Printing Services Provided by State Agencies	643621
Restricted	Operating	Miscellaneous Expenses	643700
Restricted	Operating	Staff Training	643710
Restricted	Operating	Rental/Lease: Equipment	645200
Restricted	Operating	Out-of-State Travel: Transportation	646310
Restricted	Operating	Out-of-State Travel: Lodging	646320
Restricted	Operating	Out-of-State Travel: Registrations	646330
Restricted	Operating	Out-of-State Travel: Other	646340
Restricted	Operating	Other Travel-related Costs	646400
Restricted	Operating	Direct Services (Programming, etc )	647120
Restricted	Operating	Seat License (flat fee per staff member)	647130
Restricted	Operating	Computer Replacement	647150
Restricted	Operating	Hardware	647160
Restricted	Operating	Special Services	647330
Restricted	Capital Projects	Building Renovations and repairs	660010
Restricted	Capital Projects	Land Improvements	660040
Restricted	Capital Projects	Architectural and Engineering Services	660050
Restricted	Capital Projects	Other	660095
Restricted	Capital Projects	Lawn, Landscape and Grounds Maintenance Equipment	660101
Restricted	Capital Projects	Land	661101
Restricted	Capital Projects	Non-Depreciable Land Improvements	661131
Restricted	Capital Projects	Buildings and Other Structures	661201
Restricted	Capital Projects	Architecture and Engineering - Capital Improvements	661202
Restricted	Capital Projects	Building Renovations and Improvements - Minimum \$250,000	661211
Restricted	Capital Projects	Leasehold Improvements - Minimum \$250,000	661221
Restricted	Capital Projects	Buildings and Other Structures ( Less than \$250,000)	661251
Restricted	Capital Projects	Construction in Progress	661302
Restricted	Capital Projects	Architecture and Engineering - CIP	661351
Restricted	Capital Projects	Consultant Services - Computer Systems Development	661361
Restricted	Capital Projects	Works of Art, Historic Treasures and Memorabilia	661402

State of Rhode Island  
Division of Purchases

Master Restricted Natural Account List - Sorted by Natural Account

Recommended Action	Expenditure Category	Expenditure Description	Natural A/C
Restricted	Capital Projects	Motor Vehicles	661501
Restricted	Capital Projects	Trailers	661521
Restricted	Capital Projects	Heavy Equipment	661522
Restricted	Capital Projects	Aircraft, Boats and Related Equipment	661601
Restricted	Capital Projects	Furniture and Equipment	661605
Restricted	Capital Projects	Computer Equipment (\$500 to \$4,999)	661701
Restricted	Capital Projects	Computer Equipment (\$5,000 or more)	661711
Restricted	Capital Projects	Land Rights/Development of Rights/Rights of Way	661801
Restricted	Capital Projects	Computer User Licenses (\$1,000,000 or more)	661821
Restricted	Capital Projects	Computer Software for Systems(\$1,000,000 or more)	661831
Restricted	Capital Projects	Architecture and Engineering - CIP (DOT Use Only)	661902
Restricted	Capital Projects	Capital Lease	662150