

To: All Employees
From: Larry Ogawa, President, University of State
Date: February 14, 2019
Subject: Future Expenditure Guidelines

After careful deliberation, I have determined it is necessary to begin the initial steps of a financial stewardship program that carries UState through what appears to be a two-year cycle of a severe state shortfall in revenue and subsequent necessary legislative budget reductions.

Beginning February 9, 2019, the following actions are being implemented for the General Fund, Auxiliary Fund, and Capital Fund in order to address the projected reductions in our state aid for the remainder of this year 2018–19 and next year 2019–20.

1. Only purchases needed to operate the university should be made so that we can begin saving to reduce the impact of 2019-20 budget reductions.
2. Requests for out-of-state travel will require approval from the Executive Committee to ensure that only necessary institutional travel occurs.
3. Purchases, including in-state travel and budget transfers, will require the appropriate vice president's approval.

Please understand that we are taking these prudent steps to create savings that will allow UState to reduce the impact of projected cuts in expected 2019–20 legislative reductions. Thank you for your cooperation, and please direct any questions to my office.

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- Figure 7.2.2: Sample Memo. Authored by: Jordan Smith. Provided by: eCampusOntario. Located at: <https://ecampusontario.pressbooks.pub/communicationatwork/chapter/7-2-memos/>. License: CC BY: Attribution