

CONTINUATION OF SPENDING FREEZE

Effective Date: 7/9/2020

The spending freeze implemented on 4/14/2020 will continue until further notice. The following guidelines must be followed:

Applicable Funds

All unrestricted funds included in the University's FY 2020-2021 Operating Budget identified with a fund of FD100, FD101 and FD102 in Workday are subject to the spending freeze.

Applicable Spend Categories

No applicable funds can be expended on or after the Effective Date in spend categories assigned to travel, operating services, supplies, professional services and/or equipment by any method of procurement or payment. This includes requisitions processed via Workday or catalogs, expense reports, expenditure transfer entries, check requests, direct charge invoices, or petty cash.

Exemptions and Documentation Requirements

The exemptions listed below allow for procurement of supplies and services to be made during the Expenditure Freeze and are not subject to the AS900 "Request for Spending Freeze Exception" form requirement.

1. LSU will continue to expend funds for requisitions released to Procurement and/or purchase orders encumbered 7/1/2020 through 7/8/2020.
2. LSU will continue to process contracts for professional, personal, and consulting services if they are essential to the operations of the University. Existing Contracts for Goods and Services from previously approved will continue.
3. LSU will continue to expend funds for the recruitment of students. If the direct relationship between the procurement transaction and the recruitment of students is not clear, written justification and approval from a Vice President, Vice Provost, Dean, Director, Department Head, or Chair via the AS900 form must accompany the procurement documents.
4. LSU will continue to process faculty start-ups/buy-outs and cost sharing expenditures.
5. The following spend categories are exempted:

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| Advertising | Utilities |
| Emergency repairs/replacements | Postal/FedEx/UPS Services |
| Law Enforcement Obligations | Worker's Comp |
| Telecommunication Services | Internet/Data Services |
| Pest Control/Termite Services | Waste Disposal Services |
| Fuel for University Stores | Subscription Services |
| Shredding Services | Maintenance Supplies and services |
| Any service center or internal billing | Supplemental manpower contracts |
| Software license, maintenance and renewal services | |

6. COVID Related PPE purchases and space accommodations purchased through Facility Services.

Exceptions to the Implementation:

Any exception to the implementation of the spending freeze not listed above may only be made with the written approval of a Vice President, Vice Provost, Dean, Director, Department Head, or Chair via the AS900 form documenting the essential nature of the expenditure in supporting the University's core functions of instruction, research, and public service.

Contact Information

Any questions related to LSU's Expenditure Freeze should be directed to:

- Patrice Gremillion, Director of Accounts Payable & Travel pgremill@lsu.edu or (225) 578-3366
- Sally McKechnie, Chief Procurement Officer smckechnie@lsu.edu or (225) 578-2307