



## **CAH Guidance on Financial Stewardship Spring 2025**

Per the memorandum from Provost Bob Jones and Chief Financial Officer Rick Petillo sent on March 25, 2025, the College of Arts and Humanities will continue with a strategic and conservative approach to financial resource management. The following guidance outlines the specific application of these measures within our college.

### **Hiring and Personnel Salary Actions**

#### **Assistantships**

All assistantship offers that have been sent out and for which you are awaiting a response should continue unaffected. We will stand behind all offers that have already been extended. However, if a candidate declines an offer, do not proceed with a second round of offers for that assistantship to someone further down your waitlist at this time.

#### **Faculty, Staff, and Hourly Employees (including undergraduate and graduate students, UPIC, and Federal Work Study)**

If an offer has already been extended and accepted, the offer stands.

The University has enacted a 30-day pause on all personnel action until May 7, 2025. Following the pause, all hiring requests will be reviewed weekly by the Recommendation Committee, which consists of the Provost, Chief Financial Officer and President's Chief of Staff.

After the personnel pause, CAH will prioritize hiring requests for:

- Grant-funded positions that are contractually obligated.
- Critical instructional needs
- Essential staff replacements

Justification must be included in the escalated review process for each request, and Dean Vazsonyi must give an endorsement.

#### **Travel**

Travel should be limited to essential University business as prioritized by the Dean.

All travel requests and travel expense reports, regardless of the fund source, require Dean Vazsonyi's approval. Concur Budget Approvers must continue including Dean Vazsonyi in the approval workflow using the "Approve and Forward" function. Requestors are expected to provide a clear and comprehensive justification for each request. The justification should be included as a comment in Concur.



Future travel approved before March 25, 2025, is being reviewed. Decisions will be communicated directly to the employee impacted.

All student travel requires approval from the Dean. Requests can be made using the CAH Student Travel Request Form. Approval is required before making travel arrangements.

## Purchases

Effective March 25, 2025, non-essential spending is paused until June 17, 2025.

**Pre-approval is required for all non-travel reimbursements, University P-Card purchases, and direct expenditures in buyWays.**

### How to obtain pre-approval:

- Complete the CAH Expense Request Form and email it to your Department Chair and Department Accountant.
- After department review and approval, the department accountant should route the CAH Expense Request Form to Dean Vazsonyi via Adobe Sign and CC the Business Office Liaison.
- If approved, continue with the purchase.
- In addition to the itemized receipt, attach the approved CAH Expense Request Form in Concur for P-card and non-travel reimbursement requests. For Direct Expenditures in buyWays, the approved form should be attached as an internal attachment.
- Concur Budget Approvers continue to include Dean Vazsonyi in the approval workflow using the "Approve and Forward" function.
- **All reimbursements are subject to denial if the employee fails to obtain pre-approval for the expense.**

### buyWays Purchases

Requisitions over \$0.01 are automatically routed to the Dean's Office for approval before issuing a Purchase Order.

Direct Expenditures are for expenses that do not require a purchase order. These expenses require Dean approval prior to the expense taking place. An approved CAH Expense Request Form should be attached to the invoice in buyWays.

### CUF Vouchers

CUF vouchers are sent to Heather Davis for payment release. Please include the approved CAH Expense Request Form with the supporting documentation.



## **P-Card Spending**

CAH plans to reduce the number of active p-cards based on the needs of each department. For departments with multiple cards, the CAH Business Officer will reach out to schedule a meeting to discuss potential impacts.

CAH Expense Request Form must be approved before the purchase is made with the P-card. The approved form must be attached to Concur along with the itemized receipt for audit purposes. **P-Card holders are responsible for obtaining the pre-approval prior to making a purchase.** P-Card liaisons must confirm that the approved form is attached for each expense on the monthly P-card report.

## **Hospitality**

Hospitality expenses should be limited to essential University business and must be approved by the Dean.

Purchases of food and beverages for internal meetings, training events, and retreats should be paused for 60 business days.

Student hospitality events must comply with University guidelines, and the total cost requires Dean approval prior to the event.

## **Capital Projects**

All facility projects, capital and non-capital, are subject to review and evaluation by senior leadership.

Feasibility studies are limited to prioritized projects only.

Currently, all CAH renovation projects are on hold. For safety and compliance-related needs, please contact La'Toya Maddox for guidance.

This college guidance is effective April 1, 2025, and may be adjusted in response to evolving University priorities and budget conditions. We appreciate your understanding and partnership in ensuring responsible stewardship of college resources.