



Office of the President

DATE: November 19, 2014

TO: Vice Presidents, Vice Chancellors, Deans, Directors, Department Heads and Chairs

FROM: F. King Alexander, LSU President and Chancellor *FKA*

On November 7, 2014, Governor Jindal issued Executive Order BJ 14-16 that directed executive branch agencies including higher education to cease spending in support (non-personnel) categories. In response, LSU has developed operating guidelines (LSU Implementation of Executive Order BJ 14-16; "Expenditure Freeze") to meet the spirit of the order through June 30, 2015 in support of the state budget.

These guidelines are attached for your use and are effective as described in the document. Please widely disseminate this information to the faculty and staff within your respective areas. These guidelines apply only to expenditures using State appropriated funds that are included in the University's FY 2014-15 Operating Budget and so identified with a zero (0) in the sixth digit of the account number.

In order to expedite the exemptions that allow for procurement of supplies and services to be made during the Expenditure Freeze, a new form, AS900 "Request for Expenditure Freeze Exemption", has been created. The AS900 form requires a written justification and approval from a Vice President, Vice Chancellor, Dean, Director, Department Head, or Chair and must be included as part of the supporting cost documentation and/or the Exemption Number must be referenced for each transaction. The AS900 form is available on the Accounts Payable & Travel website under AS Forms.

Thank you in advance for your cooperation and efforts in helping LSU address Governor Jindal's Executive Order.

Attachment

Cc: Provost Stuart Bell
Vice President for Finance & Administration/CFO Daniel Layzell