LSU IMPLEMENTATION OF EXECUTIVE ORDER BJ 2012-3
Effective Date: 03/28/2012

In an effort to comply with the spirit of Executive Order BJ 2012-3 issued March 23, 2012, LSU is enacting a spending freeze as described below.

Applicable Funds:
State appropriated funds included in the University’s FY 2011-12 Operating Budget identified with a zero “0” in the sixth digit of the account number are subject to the Executive Order. Accounts denoting all other sources of funds are not included in the application of the Executive Order.

Applicable Expenditure Object Codes:
No applicable funds can be expended after the Effective Date in object codes 2000, 3000, 4000, 5000, 6000, and 7000 by any method of procurement or payment including requisitions/purchase orders, LaCarte, direct charges, or petty cash, except as provided by the following exemptions:

1) LSU will continue to process University internal transactions between University departments for campus services including, but not limited to, utilities, police, parking services, mailing services, telecommunications services, facility services, copier management services, internet services, and student health services.
   
   Reason/Example: Without these expenditures, the University would not be able to maintain services for its students and the staff functions necessary to operate the University.

2) LSU will continue to process essential instructional supplies funded through accounts that have a “0” in the sixth and seventh digit of the account number. LSU will purchase other essential goods and services with written recommendation from the Vice Chancellor, Dean or Director, including, but not limited to, essential instructional support supplies, replacement equipment, maintenance contracts, drug and psychological testing, background checks, supplemental manpower, pre-employment testing, janitorial supplies and services, advertising, utilities, essential maintenance supplies and services with direct student impact, credit searches for student loans, law enforcement obligations and emergency replacement and repairs.

   Reason/Example: Essential instructional supplies are exempted in Section 3, D. 3 of Executive Order. Other expenditures are federally mandated while others provide necessary safeguards for the student population. Essential expenditures for goods and services are those required to fulfill the University’s current obligation for instruction, research or public service.

3) LSU will continue to process licenses, maintenance, and related contracts for software and other critical information support services.

   Reason/Example: There is a severe risk of having services simply stop working. An example would be a software license agreement, wherein annually a new “key” is received that allows the software to continue to work.

4) LSU will continue to process contracts for professional, personal, and consulting services if the requisition has been released to Procurement Services prior to the Effective Date. Services from any existing approved contract will continue. Related travel expenses for invited speakers will be included. If the contract requires the approval of the Office of Contractual Review, Office of Information Technology or the Office of State Purchasing, the services should not begin until final approval is received.
Reason/Example: Without these expenditures, the University would not be able to maintain services for its students and provide the staff functions necessary to operate the University.

5) LSU will continue to process requests/purchases that have been received by the Division of Administration control agencies, Office of Contractual Review, Office of State Purchasing, and Office of Information Technology, prior to effective date of the Executive Order that represents a bona fide obligation.

Reason/Example: In most of these instances, large amounts of administrative time and effort have been expended and there exists the potential for liability on the part of the University.

6) LSU will continue to process purchases made from flow-through federal funds.

7) LSU will continue to expend funds for the operation of the University Laboratory School which is an independent school for grades K-12.

8) LSU will continue to expend funds for the recruitment of students. If unclear as to the direct relationship of the procurement and the recruitment of students, written recommendation from the Vice Chancellor, Dean or Director must accompany the procurement documents.

Reason/Example: Recruitment is essential to the core instructional mission of the University.

9) LSU will continue to expend funds necessary to satisfy audit requirements or audit findings.

10) LSU will continue to process approved travel commitments if the travel was approved prior to the Effective Date and/or funds have been expended (e.g., registration fee paid, airline tickets purchased). Travel associated with student field trips, student study trips, or Academic Programs Abroad will continue to be allowed.

Reason/Example: Registration fees and airfares are nonrefundable. It is in the University’s best interest to allow travelers to complete previously approved travel. For student field or study trips, an obligation exists because students pay fees associated with the course of study to cover the travel and related costs.

11) LSU will continue to honor the approval for Special Meals and special meal reimbursements granted prior to the Effective Date. Any approval for Special Meals and special meal reimbursement after the Effective Date is suspended. Exceptions may be allowed for meals associated with the recruitment of faculty or staff.

Reason/Example: Faculty recruitment occurs in the spring semester. It is important for the current faculty to have the ability to meet with prospective faculty and graduate students to determine the fit within the department’s culture, research activity, and student needs.

12) LSU will continue to expend funds for the operation of the LSU Veterinary Teaching Hospital and Clinic.

Reason/Example: Adequate care is mandated by federal, state and local laws.
13) LSU will continue to expend funds for cost centers and self-generated accounts.

Reason/Example: Cost center expenditures are funded with self-generated revenue. These centers must remain functional as they provide services necessary for researchers to meet the requirements of the grant funding they receive.

14) LSU will continue to process start-up and cost sharing expenditures.

Reason/Example: Research start-up funds and cost sharing are pre-existing commitments and bona fide obligations. Additionally, some of these funds are used for research expenditures that are necessary for the tenure process of new faculty.

15) LSU will continue to process travel requests for the recruitment of faculty and staff including recognition of faculty awards and committed moving expenses.

16) LSU will continue to process new and recurring subscriptions and memberships. Written recommendation from the Vice Chancellor, Dean or Director for the essential need for the new subscription or membership must accompany the procurement documents.

17) LSU will continue to expend funds from Statutory Dedicated funds.

Reason/Example: These funds are for a specific purpose, and can be used for no other purpose. For example, the LSU Fire and Emergency Training Institute receives a statutory dedication of a tax that must be used to train local and municipal firefighters.

18) LSU will continue to expend funds associated with Commencement.

Contacts:

Procurement Questions: Marie C. Frank – 578-2307 - mfrank@lsu.edu
Travel/Special Meals Questions: Donna Torres – 578-1623 - dtorres@lsu.edu

Exceptions to the Implementation:

Any exception to the implementation of the Executive Order not listed above may only be made with the written approval of the Chancellor or Vice Chancellor for Finance & Administrative Services and CFO. Please submit any requests for special exceptions to Ms. Marie Frank (Procurement questions) and Ms. Donna Torres (Travel/Special Meals questions) via e-mail at mfrank@lsu.edu and dtorres@lsu.edu.

If it is determined at a later date that the expenditure was made in violation of this Executive Order, the college/department/unit making the expenditure will be responsible for the reimbursement of the funds from restricted or private sources.