To: Deans, Assistant Vice Chancellors, and Directors  
From: Elizabeth A. Hardin, Vice Chancellor for Business Affairs  
Date: April 4, 2014  
Subject: Spending Restrictions until June 30, 2014  

On March 27, 2014, Governor McCrory issued a memorandum to all State agencies directing them to implement a variety of spending restrictions for the remainder of fiscal year 2014 because of Medicaid over-expenditures and the uncertainty of tax revenue collections through June 30. The Office of State Budget and Management and UNC General Administration have clarified that these spending restrictions apply to UNC institutions effective immediately and until further notice.

Though this State action was unanticipated, we will respond based on our contingency plans. UNC Charlotte will centrally manage most of the financial impact caused by these restrictions by pooling institutional resources. This strategy will allow departments to operate as effectively as possible under the State’s restrictions as we close out the fiscal year.

The following guidelines indicate how these restrictions will be implemented at UNC Charlotte.

**Salary Adjustments**

No base salary increase may be granted except for promotion, retention, or an increase in job duties, regardless of funding source. Market or equity adjustments cannot be processed until further notice, except for positions funded by grants and contracts.
Travel Restrictions

Travel expenses supported by General Funds should be limited to mission-essential business travel for employees, students, and contractors. Examples of essential business travel include traveling between campus and other State agencies, planned travel for required professional development, or scheduled participation in professional conferences. Business travelers should implement cost savings alternatives to travel whenever possible, including teleconferencing and other options.

Purchasing

The purchase of supplies and materials supported by General Funds should be limited to mission-essential expenses needed through the end of the fiscal year. Any purchase above our delegated authority of $500,000 will require additional justification. Materials Management will coordinate that review in those cases when it is needed.

If you have questions on these restrictions, please contact your business manager or one of the following:

Salary Adjustment Restrictions
Gary Stinnett at gwstinne@uncc.edu

Academic Budget Restrictions
Lori McMahon at LoriMcMahon@uncc.edu

Non-personnel Spending Restrictions
Ken Smith at Ken.W.Smith@uncc.edu

Thank you for your continued good stewardship of the resources entrusted to UNC Charlotte by North Carolina’s citizens.