

September 24, 2010

Memorandum

To: Executive Officers, Certificate Program Coordinators,
and Assistant Program Officers

From: Chase F. Robinson

Subject: 2010-11 Budget Allocations

I am pleased to announce that your 2010-11 budget allocations are available online on the Provost's website at <http://web.gc.cuny.edu/provost/budgets/index.htm>. Any expenditure incurred since July 1, 2010 will be charged against your allocations, including any carryovers from 2009-10. A detailed summary of your program's expenditures can be viewed at any time online at <http://web.gc.cuny.edu/provost/Expenditures/budget.htm>. Questions about the status of your account or requests for lost passwords should be referred to Margarita Nasr, mnasr@gc.cuny.edu.

Some further clarification:

PROGRAM ACTIVITIES. This allocation includes such items as honoraria for guest speakers and refreshments for colloquium receptions. Discretionary funds for refreshments are very limited, and wherever possible these costs should be covered by other program or grant funds. Please submit all reimbursement requests as expenses are incurred. (See *Procedures Regarding Purchases, Payment or Reimbursement* at <http://web.gc.cuny.edu/provost/Expenditures/Procedures.pdf>.)

OTPS PURCHASES (*Equipment and Supplies*). Please note that all external purchases must be processed through the Purchasing Office and must be accompanied by a GC Purchase Requisition. The Business Office is not authorized to reimburse individuals or to honor dealer invoices for items obtained without prior Purchasing Office approval and an accompanying requisition. Programs that do not have an allocation in this category must submit purchase requisitions to the Provost's Office for approval. Please refer to the current *Purchasing Office OTPS Procedure* guidelines available in the Purchasing Office. In programs where allocations in this category are made to the campuses, please make sure to do so as soon as possible, but no later than September 28th. A list of deadlines for 2010-11 purchases is available on the Provost's website at: <http://web.gc.cuny.edu/provost/Expenditures/DeadlineDates.pdf>

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CENTRAL STORES. Central Stores has been replaced by an online Staples system. However, the allocation which your program previously received for central stores continues to be available to you for online purchases. An OTPS allocation has been set up for you if your program has never had one; the amount has been added to your OTPS allocation if your program currently has an equipment and supplies budget. Each APO will be responsible for purchases and for remaining within the allocation. Additional information regarding this online system is available from the Purchasing Department. Only copier paper and interoffice envelopes are available through Central Stores; these will be invoiced to your OTPS account. To economize on paper, please consider whether an e-mailing can be used instead of a paper one.

DUPLICATING AND PRINTING (Graphic Arts). Please encourage faculty members to place photocopies of materials necessary for classroom use on Reserve in the Mina Rees Library. Providing photocopies of copyrighted materials to each member of a class is not permitted by U.S. copyright law without explicit permission. Photocopying at that level is also not possible within The Graduate Center's budget.

The design and production of new fliers, brochures, pamphlets, etc., is limited each year. Priority will be given to those programs and offices that have not had new materials prepared recently or that are required by law or accrediting bodies to publish new regulations. Please consult with the Office of Public Affairs and Publications regarding the use of The Graduate Center logo on any other materials or visit the department's page at http://www.gc.cuny.edu/about_gc/visual_identity/GC_logo.htm.

POSTAGE. Always consider whether an e-mailing can be used instead of a paper one. The Mailroom staff will provide advice about cost savings with any mailing. Offices are asked to use bulk mailing rates whenever possible. Any mail that is to be charged to contracts, grants, or funds other than program budgets must be separately bundled and labeled. Please be sure that all mail is labeled with the program or department name. The Graduate Center does not provide mailing facilities for students, with the exception of the Doctoral Students' Council and other chartered student organizations for which DSC appropriations are made. Mail that is not employment-related may not be metered at The Graduate Center.

TELEPHONE. We ask that you continue to monitor telephone use. Information Technology (IT) joined other CUNY campuses in utilizing AT&T's Prime One Local Service Usage Plan, so that all calls within the five Boroughs of New York City carry no billable charges. Only a limited number of telephones within each program's area should have a Class of Service to make calls outside of the five boroughs. Additional units within your area may be programmed only if all telephone charges can be assigned in full to an individual, a contract, or a grant.

IT has reported that the use of access codes for international toll calls has dramatically reduced our monthly AT&T bill. I ask for your cooperation in continuing to limit such calls. Contact the IT Help Desk to open a work order for an individual who has been approved by his/her Department Head to receive an international authorization code. It usually takes one business day to get this code. Credit card calls or calls billed to home numbers should be used where appropriate. Also, using

directory assistance (411) is extremely expensive and must be avoided. Instead, use the web sites *www.verizon.com* or *www.whitepages.com* to search for telephone listings. Any individual who makes toll calls that are not employment-related or who accrues directory assistance charges must provide reimbursement. Payment should be made by check payable to *The CUNY Graduate Center* and sent to the Bursar's Office or brought to the Bursar's window. Indicate on the check that payment is for telephone costs. Collect calls must not be accepted by offices or individuals at any time.

Finally, let me make three requests: 1) Wherever possible, please try to utilize your funding for the direct support of scholarly programming. Program activity funds have been spent to a disproportionate degree on catering. You might wish to consider providing your own refreshments for events held in program spaces. 2) Please consider expanding your fund-raising efforts. Program dues, the phonathon, alumni outreach, CUNY's faculty development program, and co-sponsorship with other institutions/benefactors have been productive avenues for many programs. 3) Please work with other programs and centers to develop joint programming for which costs might be shared.

I appreciate your continuing efforts to control costs.

cc: President William P. Kelly
Vice President Sebastian Persico
Associate Provost Louise Lennihan
Associate Provost Ann S. Henderson (Acting)
Dr. Edith Gonzalez
Vice President Matthew Schoengood
Vice President Robert D. Campbell
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