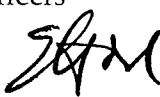




WASHINGTON STATE UNIVERSITY

Elson S. Floyd, Ph.D.
President

TO: The Academic Deans
The University Council
The Faculty Senate Leadership
The Area Finance Officers

FROM: Elson S. Floyd, Ph.D. 

DATE: July 31, 2014

SUBJECT: Budget Reduction Scenarios

As many of you know, the Governor has requested budget reduction scenarios of 15% from state allocated funds for all state agencies, which includes higher education. While this is only an exercise at this point, we must take the Governor's request as a serious precautionary note, realizing the many constraints on the budget for our state.

I do not want to signal fiscal panic throughout the University, however, it is only prudent for us to continue our ongoing review and evaluation of financial policies and practices, University-wide. Within this context, new position authorizations for faculty and staff paid on permanent level (PBL) funds will require the following:

Academic Departments and Units: Authorizing signatures from the department chair, the area finance officer and the academic dean are required. The Provost and Executive Vice President must finalize any position request prior to submittal to Human Resource Services. All requests must provide the PBL source(s).

Non-Academic Departments and Units: Authorizing signatures from the senior officer of the department or division, the area finance officer and the vice president are required. All requests must provide the PBL source(s) prior to submittal by the vice president to Human Resource Services.

Presidential Units: The same procedure must be followed with the final authorization from the Chief University Budget Officer prior to submittal to Human Resource Services.

Urban Campuses: Authorizing signatures from the department or unit head, the vice chancellor for finance and the chancellor are required. PBL source(s) must be identified prior to submittal to Human Resource Services.

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Positions for new contract employees must have authorizing signatures from the appropriate principal investigator, the area finance officer and the academic dean or vice president.

Thank you for your cooperation and assistance. These new protocols become effective September 1, 2014.