



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER

Campus Wide Business Managers Meeting  
June 4, 2024  
1:30 – 3:00 pm

Please sign the sign-in sheet or put your full name and personnel number in the Zoom Chat for HR128 credit.

# Agenda

- Raaj Kurapati, Executive Vice Chancellor, COO-CFO
  - Financial Update
- Michelle Newman-Simpson, Assistant Director of Procurement
  - Procurement Services Update
- Mike Ebbs, Associate Vice Chancellor for Financial Strategy
  - DASH Update
  - Small Dollar Software Purchases

# Financial Update

# UT Health Science Center

## FY 2024 Total Budget

| Fund Group                    | FY24 Original         | FY24 Probable         | Change \$           | Change %  |
|-------------------------------|-----------------------|-----------------------|---------------------|-----------|
| Unrestricted E&G              | \$ 351,696,402        | \$ 360,440,227        | \$ 8,743,825        | 2%        |
| Unrestricted Auxiliaries      | 4,109,816             | 4,125,312             | 15,496              | 0%        |
| <b>Subtotal: Unrestricted</b> | <b>\$ 355,806,218</b> | <b>\$ 364,565,539</b> | <b>\$ 8,759,321</b> | <b>2%</b> |
| Restricted Funds              | 320,603,970           | 320,603,970           | -                   | 0%        |
| <b>Total Revenues</b>         | <b>\$ 676,410,188</b> | <b>\$ 685,169,509</b> | <b>\$ 8,759,321</b> | <b>1%</b> |

# UT Health Science Center

## FY 2025 Total Base Budget – Proposed

| Fund Group  | FY24 Probable         | FY25 Proposed         | Change \$            | Change %  |
|---|-----------------------|-----------------------|----------------------|-----------|
| Unrestricted Educational<br>& General (E&G) Funds | \$ 360,440,227        | \$ 370,248,181        | \$ 9,807,954         | 3%        |
| Unrestricted Auxiliaries                          | 4,125,312             | 4,125,312             | -                    | 0%        |
| <b>Subtotal: Unrestricted</b>                     | <b>\$ 364,565,539</b> | <b>\$ 374,373,493</b> | <b>\$ 9,807,954</b>  | <b>3%</b> |
| Restricted Funds                                  | 320,603,970           | 322,067,910           | 1,463,940            | 0%        |
| <b>Total Revenues</b>                             | <b>\$ 685,169,509</b> | <b>\$ 696,441,403</b> | <b>\$ 11,271,894</b> | <b>2%</b> |

# UT Health Science Center

## FY25 Proposed Educational and General (E&G) Base Budget Summary

| Revenues              | FY 2023-24            |                       | FY 2024-25          |           |
|-----------------------|-----------------------|-----------------------|---------------------|-----------|
|                       | Probable Budget       | Proposed Budget       | Change \$           | Change %  |
| Tuition & Fees        | \$ 92,718,335         | \$ 95,847,476         | \$ 3,129,141        | 3%        |
| State Appropriations  | 216,642,624           | 226,324,724           | \$ 9,682,100        | 4%        |
| Grants & Contracts    | 26,194,319            | 25,609,721            | \$ (584,598)        | -2%       |
| Sales & Service       | 23,079,531            | 21,710,224            | \$ (1,369,307)      | -6%       |
| Other Sources         | 1,805,418             | 756,036               | \$ (1,049,382)      | -58%      |
| <b>Total Revenues</b> | <b>\$ 360,440,227</b> | <b>\$ 370,248,181</b> | <b>\$ 9,807,954</b> | <b>3%</b> |

| Expenditures & Transfers                  | FY 2023-24            |                       | FY 2024-25          |           |
|---|-----------------------|-----------------------|---------------------|-----------|
|   | Probable Budget       | Proposed Budget       | Change \$           | Change %  |
| Total Expenses                            | \$ 347,376,923        | \$ 357,297,954        | \$ 9,921,031        | 3%        |
| Total Transfers                           | 13,063,304            | \$ 12,950,227         | \$ (113,077)        | -1%       |
| <b>Total Expenditures &amp; Transfers</b> | <b>\$ 360,440,227</b> | <b>\$ 370,248,181</b> | <b>\$ 9,807,954</b> | <b>3%</b> |

# FY2025 Budget Strategy

## Goals:

1. Build Transparency around our Finances
2. Establish an Engaging and Collaborative Budget Process
3. Balance the Budget
4. Invest in our Future

# Balancing the Budget

## The Planning and Budget Council (PBC)

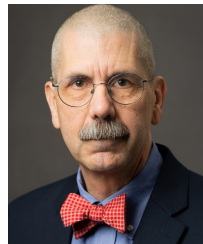
Develop broad appreciation for UT Health Science Center finances  
Recommend actions to balance the E&G budget for FY25



Raaj Kurapati  
Operations and Finance  
Chair



Dr. Cindy Russell  
AFSA



Dr. Wesley Byerly  
Research



Dr. G. Nick Verne  
Medicine



Dr. Wendy Likes  
Nursing



Mike Ebbs  
Financial Strategy



George Ninan  
Financial Operations



PJ Koltnow  
Faculty Senate



Dr. Kristi Forman  
Staff Representative



Dr. Ken Tilashalski  
Dentistry



Melisa Moore  
General Counsel



Dr. Charlie Snyder  
Student Success



Dr. Reggie Frye  
Pharmacy



Andrew Roberts  
Financial Planning  
and Budget



# Balancing the Budget

## PBC Recommended Actions to Balance the Budget

### Expense Management

- Exploring & implementing operational efficiencies (Finance & Ops. – Reorg)
- 3.5% base budget across-the-board pullback
- 20% Carryforward balance pullback

### Revenue Generation

- Operations & Maintenance formula-funding (under consideration by the State)
- F&A rate increase proposal
- A 2.9% across-the-board tuition increase

# Balancing the Budget

## Summary of Actions

| Recurring Funds                     | Original Estimate    | New Estimate        | Variance              |
|-------------------------------------|----------------------|---------------------|-----------------------|
| Operations & Finance Reorganization | \$ 1,000,000         | \$ 1,000,000        | \$ -                  |
| THEC (new) Formula Funding          | \$ 1,500,000         | \$ 720,000          | \$ (780,000)          |
| Tuition Increase (2.9% ATB)         | \$ 2,500,000         | \$ 1,250,000        | \$ (1,250,000)        |
| Base Budget Pullback (3.5%)         | \$ 5,500,000         | \$ 6,750,000        | \$ 1,250,000          |
| F&A Rate Increase                   | \$ 1,000,000         | \$ -                | \$ (1,000,000)        |
| <b>Total Recurring</b>              | <b>\$ 11,500,000</b> | <b>\$ 9,720,000</b> | <b>\$ (1,780,000)</b> |

| Non-Recurring Funds        | Original Estimate   | New Estimate        | Variance            |
|----------------------------|---------------------|---------------------|---------------------|
| Carryforward Pullbacks     | \$ 4,000,000        | \$ 7,000,000        | \$ 3,000,000        |
| <b>Total Non-Recurring</b> | <b>\$ 4,000,000</b> | <b>\$ 7,000,000</b> | <b>\$ 3,000,000</b> |

|                    |                      |                      |                     |
|--------------------|----------------------|----------------------|---------------------|
| <b>Grand Total</b> | <b>\$ 15,500,000</b> | <b>\$ 16,720,000</b> | <b>\$ 1,220,000</b> |
|--------------------|----------------------|----------------------|---------------------|

# Balancing the Budget

## Investments to Balance the Budget (\$14M)

### Base Budget Adjustments

- Maintenance & Repair (\$3M)
- Safety & Emergency Management (\$1M)
- Staff Benefits Pool (2.5M)
- Utilities Costs (\$2M)
- Fee Waivers (1.5M)
- System IT Support (\$1M)
- Institutional Memberships (500K)
- Debt Service (\$1M)

### One-Time Support

- Forensic Center (500K)
- Plough Center (\$500K)
- Food Service (\$250K)
- Bookstore (\$250K)

# Investments to move the Strategic Plan & Vision Forward

## Pillar 1: Engaging Communities

- Increasing funding of need-based scholarships
  - **\$1M** - UT Health Science Center Investment
    - *Leveraging internal investment to spur new philanthropic giving*
- Through partnership with the City of Kingsport, building out the new Dental Clinic
  - **\$6.5M** - State of Tennessee Investment

## Pillar 2: Educational Excellence

- Fostering growth in Nursing (BSN, CRNA and Nurse Exec) and Health Professions (Path A Program)
  - **\$450K** - UT Health Science Center Investment
- Created the Office of Wellness
  - **\$300K** - **UT System \$150K**, UT Health Science Center \$150K
- Fund a competitive start-up package to recruit a high-level Dean of Medicine
- Investment in Basic Science Educators
  - **\$360K** - UT Health Science Center / Healthy Smiles (State)

# Investments to move the Strategic Plan & Vision Forward

## Pillar 3: Expanding Research

- Fund a competitive start-up package to recruit a high-level VC for Research

## Pillar 5: Developing Talent

- Funding a 3% across-the-board increase for eligible faculty and staff
  - **\$6.5M** - UT Health Science Center - State Support
- Committed to funding faculty promotions
  - **\$300K** - UT Health Science Center - State Support
- Fully funding increases in health insurance premiums
  - **\$2.1M** - State Support

# Other Investments

- Funding for System Charge Increase
  - **\$270K** - UT Health Science Center Investment
  
- Slate Client Relationship Management Software
  - **\$150K** - UT Health Science Center Investment
  
- Communications and Marketing Operating Budget
  - **\$100K** - UT Health Science Center Investment
  
- Additional investments will be considered through PBC based on funding availability

# Investments in our Facilities

## Committed Major Capital Projects:

- Gross Anatomy Lab
  - **\$29.6M** - State Support and UT Health Science Center
- NASH Atrium & 3rd Floor Renovation
  - **\$34M**
- Holiday Inn Demolition
  - **\$20M** - State and UT Health Science Center
- Jefferson Renovation
  - **\$11.5M**
- Parking Fencing and Upgrades
  - **\$1.5M** - UT Health Science Center
- Preventive Medicine Relocation
  - **\$500K** - UT Health Science Center Investment
- Library Investment
  - **\$250K** - UT Health Science Center Investment
- Other repair and maintenance investments based on needs

## Future Projects (Capital Outlay):

- College of Medicine Building
  - **\$300M** - UT Health Science Center and State Support
- Coleman Renovation
  - **\$50M** - UT Health Science Center and State Support
- Parking Upgrades
  - **\$20M** - UT Health Science Center (Auxiliary/P3)

# Summary of FY25 Budget Actions

## FY25 Operating Investments:

- Balancing the Budget - **\$14M** (Internal Reallocations)
- Compensation - **\$6.8M** (State Support)
  - 3% Across the Board Raise - **6.5M**
  - Faculty Promotions - **\$300K**
- Health Insurance Premium Increases
  - **\$2.1M** (State Support)
- Academic Investments
  - Unrestricted Scholarships - **\$1M** (UT Health Science Center)
  - Faculty and other support - **\$960K** (Internal Reallocations)
- Operating Investments
  - System Charges - **\$270K** (Internal Reallocations)
  - Other - **\$250K** (Internal Reallocations)

## Operating Investments:

- **Balancing the Budget - \$14M**
- **New Investments - \$11.38M**
- **Total = \$25.38M**

## FY25 Capital Investments (new):

- Gross Anatomy Lab
  - **\$29.6M** (State Support)
- Jefferson Renovation
  - **\$11.5M** (State Support)
- Preventive Medicine Relocation
  - **\$500K** (UT Health Science Center)
- Parking Security – Fencing
  - **\$1.5M** (UT Health Science Center Auxiliaries)
- Health Sciences Library
  - **\$250K** (UT Health Science Center)

## Capital Investments

- **Total = \$43.35M**



# Investments to move the Strategic Plan & Vision Forward

## Pillar 1: Engaging Communities

- Increasing funding of need-based scholarships
  - **\$1M** - UT Health Science Center Investment
    - *Leveraging internal investment to spur new philanthropic giving*
- Through partnership with the City of Kingsport, building out the new Dental Clinic
  - **\$6.5M** - State of Tennessee Investment

## Pillar 2: Educational Excellence

- Fostering growth in Nursing (BSN, CRNA and Nurse Exec) and Health Professions (Path A Program)
  - **\$450K** - UT Health Science Center Investment
- Created the Office of Wellness
  - **\$300K** - **UT System \$150K**, UT Health Science Center \$150K
- Fund a competitive start-up package to recruit a high-level Dean of Medicine
- Investment in Basic Science Educators
  - **\$360K** - UT Health Science Center / Healthy Smiles (State)

# Investments to move the Strategic Plan & Vision Forward

## Pillar 3: Expanding Research

- Fund a competitive start-up package to recruit a high-level VC for Research

## Pillar 5: Developing Talent

- Funding a 3% across-the-board increase for eligible faculty and staff
  - **\$6.5M** - UT Health Science Center - State Support
- Committed to funding faculty promotions
  - **\$300K** - UT Health Science Center - State Support
- Fully funding increases in health insurance premiums
  - **\$2.1M** - State Support

# Investments in our Facilities

## Committed Major Capital Projects:

- Gross Anatomy Lab
  - **\$29.6M** - State Support and UT Health Science Center
- NASH Atrium & 3rd Floor Renovation
  - **\$34M**
- Holiday Inn Demolition
  - **\$20M** - State and UT Health Science Center
- Jefferson Renovation
  - **\$11.5M**
- Parking Fencing and Upgrades
  - **\$1.5M** - UT Health Science Center
- Preventive Medicine Relocation
  - **\$500K** - UT Health Science Center Investment
- Library Investment
  - **\$250K** - UT Health Science Center Investment
- Other repair and maintenance investments based on needs

## Future Projects (Capital Outlay):

- College of Medicine Building
  - **\$300M** - UT Health Science Center and State Support
- Coleman Renovation
  - **\$50M** - UT Health Science Center and State Support
- Parking Upgrades
  - **\$20M** - UT Health Science Center (Auxiliary/P3)

# Summary of FY25 Budget Actions

## FY25 Operating Investments:

- Balancing the Budget - **\$14M** (Internal Reallocations)
- Compensation - **\$6.8M** (State Support)
  - 3% Across the Board Raise - **6.5M**
  - Faculty Promotions - **\$300K**
- Health Insurance Premium Increases
  - **\$2.1M** (State Support)
- Academic Investments
  - Unrestricted Scholarships - **\$1M** (UT Health Science Center)
  - Faculty and other support - **\$960K** (Internal Reallocations)
- Operating Investments
  - System Charges - **\$270K** (Internal Reallocations)
  - Other - **\$250K** (Internal Reallocations)

## Operating Investments:

- **Balancing the Budget - \$14M**
- **New Investments - \$11.38M**
- **Total = \$25.38M**

## FY25 Capital Investments (new):

- Gross Anatomy Lab
  - **\$29.6M** (State Support)
- Coleman Renovation
  - **\$11.5M** (State Support)
- Preventive Medicine Relocation
  - **\$500K** (UT Health Science Center)
- Parking Security – Fencing
  - **\$1.5M** (UT Health Science Center Auxiliaries)
- Health Sciences Library
  - **\$250K** (UT Health Science Center)

## Capital Investments

- **Total = \$43.35M**

# Next Steps

1. The FY25 Budget will be presented to the UT Board of Trustees in June
2. We will work to close out FY2024 without incurring additional deficits (F&O Reorganization, Balancing of Unit level budgets, etc.)
3. Work toward addresses the internal deficit, including chipping away at such as we work to close FY2024 out
4. PBC will reconvene in a few weeks to consider New Budget Model (a Hybrid RCM Budget Model)
5. Leverage DASH Functionality or look for an alternative Budgeting tool
6. Consider our Indirect Cost Recovery Policy (F&A)
7. Work with System, THEC, and the State on a Formula mechanism to fund Operating costs
8. Develop and socialize our strategy to get funding for the new COM Interdisciplinary Building
9. Refine our overall financial strategy to ensure we address the accumulated internal deficit while continuing to invest in our future

# Questions?

# Procurement Services Update

# Surplus

**S-1, SURPLUS PROPERTY TRANSACTION FORM – UTHSC CAMPUS**

Page 1 of 1

Date: \_\_\_\_\_

|   |               |                              |                              |
|---|---------------|------------------------------|------------------------------|
| Dept.:  | Account Name: | Building Code:               | Building Name/Address:       |
| Requestor/Contact:                              | Email:        | Requestor/Contact Phone No.: | Pick up/Remove On or Before: |
| Special Handling or Expediting, please Explain: |               |                              |                              |
| Dept. Head/Business Mgr./Designee               | Typed Name:   |                              | Email:                       |
| Signature:                                      |               |                              |                              |

**INSTRUCTIONS:** Fill in S-1 form online only as hand-written is not accepted. Submit S-1 electronically to [surplus1@uthsc.edu](mailto:surplus1@uthsc.edu) Note: Each item previously used in connection w/biological, chemical and/or radioactive materials must be decontaminated & a separate S-3 Equipment Decontamination Form filled out/signed and a copy submitted electronically along with the S-1 before acceptance by Surplus & release to Logistics for pickup. Forward a copy of each S-3 to Safety Affairs. Retain copies of signed S-1 forms for six (6) years per UT Policy and do not forward to Controller's Office as this task is accomplished by others.

**NOTE: Surplus personnel will enter a Work Order in Archibus to have surplus picked up.**

| Room No. | QTY | Item Description, Mfr., Model | Condition Code(s) | Serial Number | UT Inv. Tag Number | Asset Number | Listed on Equip. Inv. | Surplus Use Only         |                          |                          |                          |
|----------|-----|-------------------------------|-------------------|---------------|--------------------|--------------|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|          |     |                               |                   |               |                    |              |                       | R                        | S                        | D                        | E                        |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|          |     |                               | Fair              |               |                    |              | Yes                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Surplus Rec'd by Logistics Personnel/Signature ONLY: \_\_\_\_\_  
 Date: \_\_\_\_\_

Surplus Rec'd by Surplus/Personnel Signature ONLY: \_\_\_\_\_  
 Date: \_\_\_\_\_

S-1 Surplus Property Transaction Form 11/19/2019 Rev8



# Surplus Computer Equipment

The screenshot shows the website header with the UTHSC logo, navigation links for 'APPLY' and 'GIVE', a search bar, and a menu icon. Below the header is a breadcrumb trail: 'Office of Finance > Procurement Services > Surplus Equipment'. A horizontal menu contains five items: 'PURCHASING', 'ACCOUNTS PAYABLE', 'GENERAL STORES', 'SURPLUS EQUIPMENT' (highlighted in orange), and 'SMALL AND DISADVANTAGED BUSINESS PROGRAM'. The main heading is 'Surplus Equipment'. The text below explains the unit's role in managing surplus property and mentions a new 'Computer Surplus page' with a blue arrow pointing to it. A navigation bar at the bottom of the content area includes 'Arrange Pickup', 'Inspection/Withdrawal', 'Auctions & Sales', and 'Repurposing & Redistribution'. The 'Arrange Pickup' section is expanded to show 'Surplus Exchange' and a link to the 'S-1 Surplus Property Transaction Form'.

**THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**

APPLY GIVE Search UTHSC.edu MENU

Office of Finance > Procurement Services > Surplus Equipment

PURCHASING ACCOUNTS PAYABLE GENERAL STORES **SURPLUS EQUIPMENT** SMALL AND DISADVANTAGED BUSINESS PROGRAM

## Surplus Equipment

The Surplus Property unit of Procurement Services collects, repurposes and disposes of the University's excess surplus personal property in the most effective and efficient manner in compliance with applicable laws and policies.

We are committed to maximizing the effective life of equipment and materials through repurposing of serviceable items to University departments. Items not re-usable within the University system are sold via online auctions to [GovDeals.com online auction](#) or publicly advertised sealed-bid sales to recover as much of the initial cost as possible.

We strive to provide the very best service possible to our internal and external customers.

Beginning January 16th, disposal of all computing equipment containing electronic storage will be handled by ITS. This includes desktop computers, laptops, tablets, and removable storage such as USB drives, external hard drives, etc. For more info, or to arrange for pickup and disposal of these items, visit the [new Computer Surplus page](#).


Arrange Pickup Inspection/Withdrawal Auctions & Sales Repurposing & Redistribution

**Surplus Exchange**

The following steps should be taken to arrange pickup of surplus property for departments of the University of Tennessee Health Science Center:

[S-1 Surplus Property Transaction Form](#)

# Surplus Computer Equipment

 THE UNIVERSITY OF TENNESSEE  
HEALTH SCIENCE CENTER

Search the client portal   [Sign In](#)

[Home](#) [Services](#) [Knowledge Base](#)

[Services A-Z](#)

[Service Catalog](#) / [Computer, Device and Printing Support](#) / Surplus Computing Equipment

## Surplus Computing Equipment

### What is it?

Disposal of UT-owned surplus computing equipment is handled by ITS as of January 16th, 2024. All computer surplus service requests should include a completed, signed, and attached Computer Surplus Form (available for download on the right side of this page).

Items eligible for this service:

- Desktop computers
- Laptops
- Tablets and other mobile devices
- Removable/external storage devices (USB drives, external hard drives, compact discs, etc.)
- Small peripherals such as monitors, keyboards, and personal printers can be included with a request to dispose of other computing equipment listed above.

Items NOT eligible for this service:

- Furniture
- Lab equipment
- Smart boards, TVs, & other large displays.
- Any other UT equipment not containing electronic data storage



[Request Service](#)

**Details**

Service ID: 53736  
Created  
Wed 1/3/24 10:29 AM

Modified  
Thu 5/16/24 9:17 AM

**Attachments (1)** Sort By: Name Date

 [Computer Surplus Form.pdf](#)   
Tue 3/12/24 10:01 AM  
[View](#)

# DASH Training/Conference Registration (Pcard)

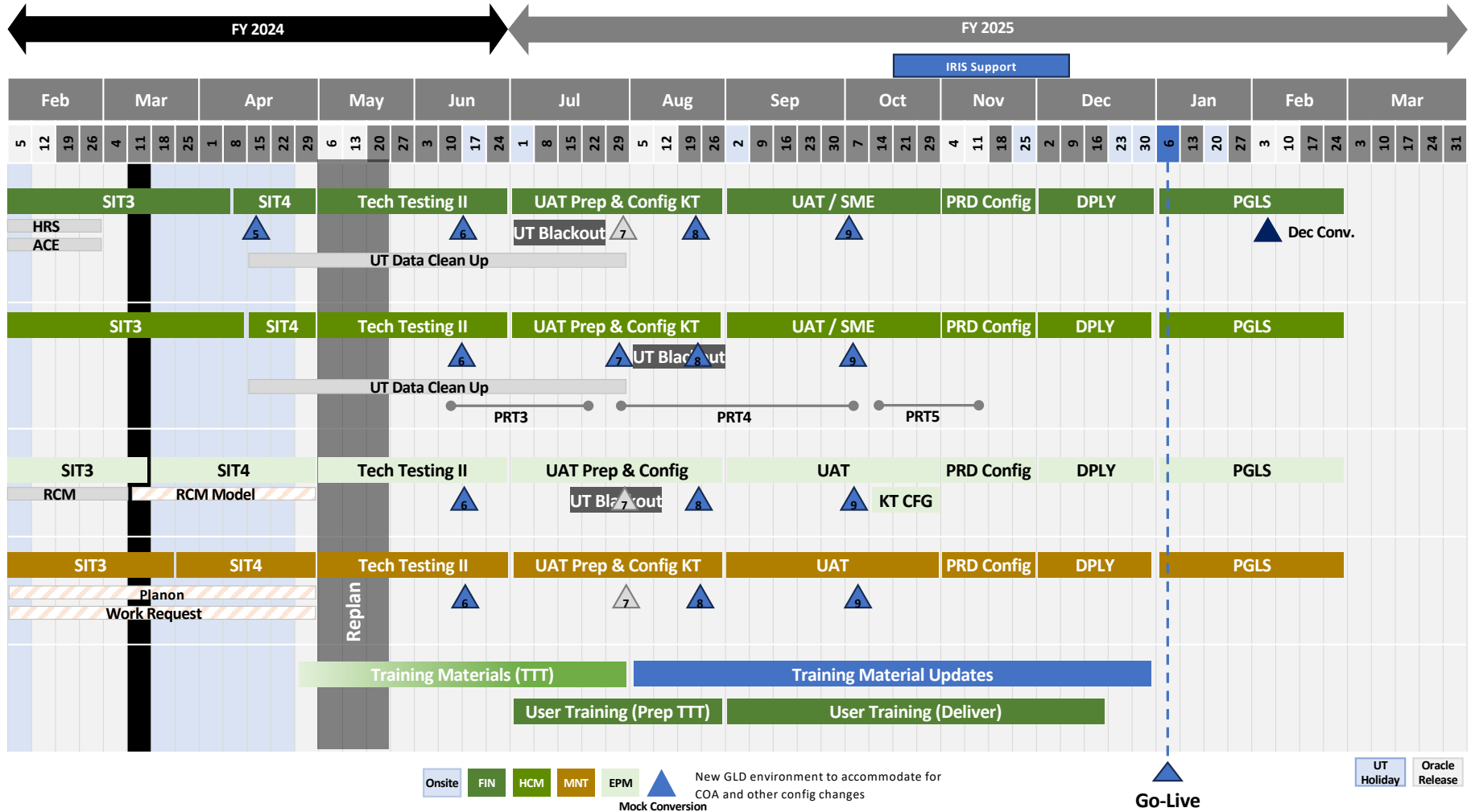
- DASH training July/August 2024
  - Identify staff
  - Task-specific tailored training
    - Invoice processing
    - Travel expense creation
    - Reimbursement submittals
    - Purchasing
- Procurement Card – Conference Registrations
  - FI0705 Travel
  - 4. Department (of Employee) pays via Procurement Card. 1. Departments may pay for an employee's conference registration fees with a procurement card only when (i) the conference is fully virtual; or (ii) when the conference is within a geographic range that will not require the employee to incur travel costs (other than mileage or parking).

# Procurement / NCJs

- FI0405 – Procurement – Exceptions to the NCJ Requirement (if not subject to Fiscal Review)
  - Accreditation Services
  - Advertising (billboards, newspapers, social media, etc.)
  - Artist, Entertainers, Musicians
  - Hotels physically located outside of Tennessee
  - Guest Speakers
  - International Hotels
  - International Student Recruitment Services
  - Licenses to journals, databases, etc.
  - Maintenance Services for equipment and software from the original manufacturer or software designer
  - Medical Resident and Intern Agreements
  - Sponsored Projects for goods or services specifically identified in a sponsored project
  - Transactions with Government Entities
  - Utilities available from one source

# DASH Update

# Revised Project Timeline (DRAFT)



# Small Dollar Software Purchases

# Small Dollar Software Purchases

- Purchases that are below RFP and bid levels
- Procured on either procurement card or invoice
- Must follow this process:
  - Contact IT and fill out technology review request form
  - Additional review may be conducted by Office of Compliance
  - If request is denied, reasons will be articulated to requestor
    - Denials can be appealed to the EVC, Finance and Administration and COO
- IT will catalog approved Software products
- Finance will audit procurement card and ledgers for compliance



Thank you for all the support and partnership in getting the performance evaluations and compliance training completed campus-wide!

Next Meeting:  
July 30, 2024  
1:30 – 3:00 pm  
GEB A 102

**Meeting materials will be posted on the CWMB  
webpage 48hrs after meeting.**

