

IMPLEMENTATION OF FY 2020 SPENDING FREEZE

Effective Date: 4/14/2020

LSU is adopting the following guidelines regarding the FY2020 spending freeze announced on 4/13/2020.

Applicable Funds

All unrestricted funds included in the University's FY 2019-2020 Operating Budget identified with a fund of FD100 in Workday are subject to the spending freeze. The spending freeze does not apply to any other source of funds.

Applicable Spend Categories

No applicable funds can be expended on or after the Effective Date in spend categories assigned to travel, operating services, supplies, professional services and/or equipment by any method of procurement or payment. This includes requisitions processed via Workday or catalogs, expense reports, expenditure transfer entries, check requests, direct charge invoices, or petty cash. LSU will continue to expend funds for requisitions released to Procurement and/or purchase orders encumbered prior to the Effective Date.

Exceptions to the Spending Freeze

Exceptions to this spending freeze will be granted to items essential to the mission and the continued operations of the university, items related to health/life safety issues, and any expenditures required to remain compliant with state and federal laws and regulations. Any exception to the implementation of the spending freeze may only be made with the written approval of a Vice President, Vice Provost, Dean, Director, Department Head, or Chair via the AS900 "Request for Spending Freeze Exception" form documenting the essential nature of the expenditure.

Contact Information

Any questions related to the FY 2020 spending freeze should be directed to:

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