

FISCAL YEAR 2027 SPENDING FREEZE

Purchasing Freeze

WHAT PURCHASES QUALIFY FOR FREEZE

- Purchases which include a single item at \$10,000 or more, including taxes and fees
- All NEW Contract Purchases, regardless of amount
 - **Goods & Services Contracts**
 - Non-specialized service such as routine maintenance, cleaning, repairs
 - Any new contract for the purchase of goods
 - **Professional Services**
 - Speakers
 - Musicians/DJs
 - Catering
 - Facilities/Repairs
 - Consultants
 - Trainings
 - **Client Services**
 - Any service where students are the primary audience
 - Speakers
 - Trainings
 - Referees

•EXEMPTIONS AND EXCEPTIONS

- Equipment with a cost of less than \$10,000.
- The equipment and non-essential services contract freeze does not include those:
- Funded exclusively by self-support or revenue-backed programs that are operating at a profit including but not limited to private or federal grants (often found in 145), auxiliary services (570), student activity fees (522), lab fees (148) or state board approved capital projects.
- Necessary for compliance or legislative mandate.
- Explicitly required by the collective bargaining agreement.
- Necessary to protect life or public safety.
- Necessary to protect data privacy and cyber security.
- Necessary to carry out the core functions of a program or unit, with **president or chancellor approval**.

EXCEPTION PROCESS AND FORM

Your first step will be to connect with your Budget Director to:

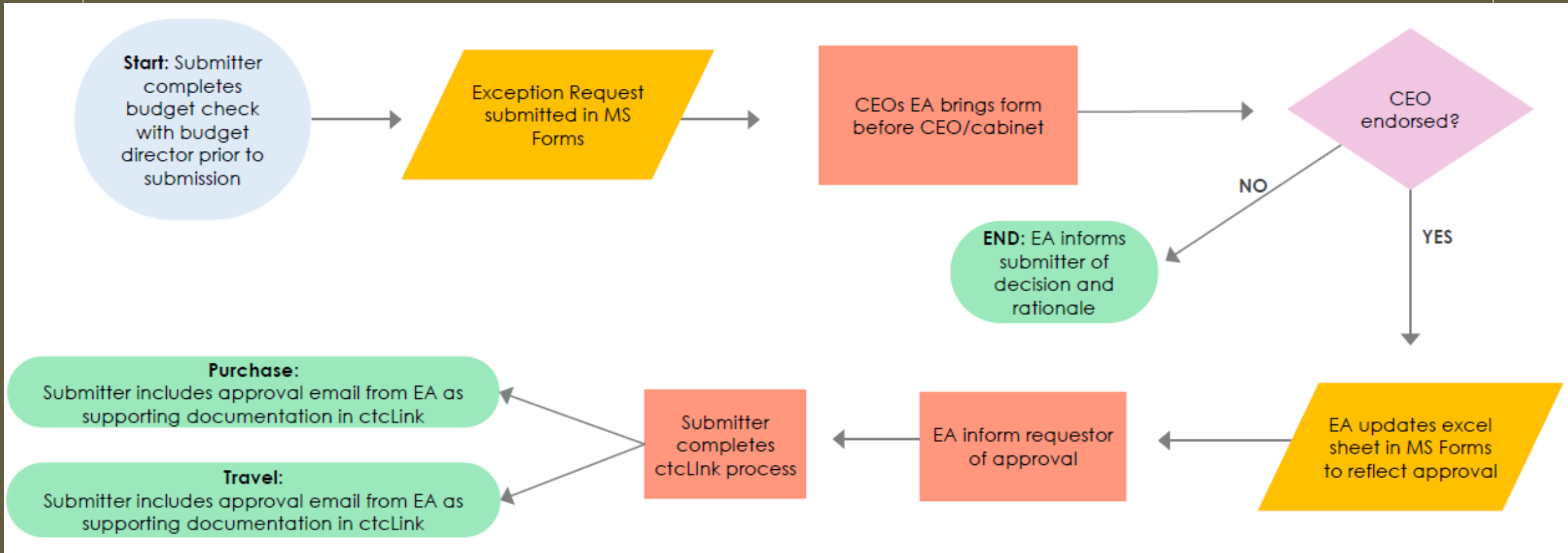
1. Validate that funding is available, and
2. Whether or not your fund type or purchase is exempt

If you have funding and your purchase requires exemption approval, you will need to complete the [MS Exemption Form](#).

Once approved, attach the approval to your requisition in ctcLink as substantiating documentation.

If your Budget Director determines that your fund and/or your purchase is exempt, attach a screenshot of their determination to your requisition as substantiating documentation.

EXCEPTION PROCESS



FAQS

- **How long will my exception request take to get approved?**
 - That will depend on the timelines of the Campus Presidents. There is no guaranteed return time on approvals.
- **How can I check the status of my exception request?**
 - Once you have submitted the form, it will be placed in a queue for Campus President/ Chancellor approval. Until and unless you have received confirmation that it has been approved from the president's EA, it is to be assumed that it is not yet approved.
- **Can I make purchases on my PCard so I don't have to wait for approval?**
 - No. If purchases for contracted services are found on PCard accounts, they will be noted as non-compliance and may contribute to blocking or cancelling of the PCard account.
- **What happens if I submit a requisition without required approvals?**
 - Purchasing will not process to a Purchase Order and will inform you that you must complete the process before we can move forward.
- **Who decides if my purchase or contract is "essential"?**
 - Your Campus President or the Chancellor. Purchasing does not have authority to determine purchase necessity.



QUESTIONS?