



MEMORANDUM

TO: Senior Leadership Team, Deans & Budget Owners
RE: FY27 Approved Spending Plan & OE Allocations
DATE: July 14, 2026

Colleagues,

Discussions with each division about its FY27 OE allocation are ongoing and will continue through next week. As you will recall, one of the primary objectives of the FY27 Spending Plan is to achieve a 5%-10% permanent reduction in FY25 OE actual expenses, the last fiscal year for which an audited financial statement is available. To facilitate OE expenditure in the current fiscal year, 50% of each department's FY25 OE actual expenses has been loaded into Banner and is now available for use. In addition to OE, 50% of FY25 of the following expense categories has been loaded in Banner: *Lecturer, Lecturer Non-Instructional, Summer Adjuncts, Summer Adjuncts Non-Instructional, Coaches, Graduate Assistants & Graduate Interns, University Assistant, Student Labor, Overtime and Personal Services Agreements*.

As communicated during the budget development process, the University is taking a prudent and strategic approach to operational spending that aligns with institutional priorities, essential operational needs, and long-term financial sustainability. The budgets loaded in Banner are initial allocations. Final OE budgets will be communicated upon completion of the review process and approval by President Bernal. Once approved, Banner will be updated accordingly.

Divisions and departments are asked to exercise fiscal restraint and limit expenditure to essential business needs. Budget managers should carefully review planned spending and consider discretionary purchases where possible. The following levels of authorization are required to facilitate purchase requisitions and contracts, effective immediately:

- Purchase Requisitions under \$10k should be signed by Budget Owner/Dean then processed by Purchasing
- Purchase Requisitions \$10k-25k should be signed by Budget Owner/Dean & another signer w/ authority (Provost & President) then processed by Purchasing
- Purchase Requisitions of \$25k or higher should be signed by Budget Owner/Dean and require submission to President's Office for approval then processed by Purchasing
- Contracts/SOWs/Service Agreements under \$10k should be signed by Dean
- Contracts/SOWs/Service Agreements \$10k to \$25k should be signed by Provost (In the absence of Director of Procurement) unless the requesting department falls under the President's direct purview

- Contracts/SOWs/Service Agreements \$25k and up should be signed by President

Thank you for your understanding and cooperation. Our goal is to ensure that resources are allocated thoughtfully and in a manner that best supports the University's strategic objectives.

If there are questions regarding your department's OE budget or the allocation posted in Banner, please contact Orlando Edwards in the **Office of Financial Planning & Budgets** at ext.7-8248 or budget@wcsu.edu.

Regards,

Ronald C. Thomas

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