DATE: 05/21/2020

SUBJECT: Procurement Services Recommendations - COVID 19 Budget Impacts

COVID-19 has made an historic impact on the world's economy. Higher education is not immune and VCU's budget, like all of our peers, has been dramatically impacted. All aspects of the University’s budget are being examined for reductions and reallocations to maintain our financial stability and support our core missions. In support of President Rao’s recent communication, there is an urgent need to carefully monitor and reduce discretionary spending. Departments are strongly encouraged, as stewards of university funds, to consider the options below when determining the necessity of purchases:

- Use internal service providers (RamTech, FMD, VCU Bookstore, VCU Dining Services/Aramark, Cabell Library) to procure supplies and services
- Use existing contracts if an internal service provider can't support your needs
- Consider the necessity of office consumables and be sure to check the allowability chart before a purchase is made
- Delay or avoid discretionary spending on consultants, magazine subscriptions, entertainment costs, honoraria, promotional items, memberships, sponsorships, or meals
- Host an event virtually with Google or Zoom or share memberships
- Redistribute duties among existing staff instead of utilizing temporary or contingent labor
- Postpone replacement of furniture and furnishings that are still in good order or consider alternatives available via Surplus
- Leverage the OnePrint program or use technology to go paperless altogether rather than purchasing a new desktop printer and ink
- Postpone new vehicle purchases
- Use local SWaM vendors to support the local economy
- Promptly key receivers in RealSource; vendors rely on prompt payments now more than ever

Procurement Services will support departments as they work to accommodate current financial realities by closely reviewing contracts, one-time payment requests, PCard transactions and RealSource POs. Over the summer, we will work to advise departments on alternative, reduced-cost options which benefit both the department and university's overall budget.

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