

## General Fund Restrictions

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To Cardholders, Card Coordinators and Budget Authorities

From Mary E. Forsythe  
Date July 29, 2009  
Subject General Fund Restrictions

Per UNCW's CFO and Provost E-Memorandum yesterday explaining further restrictions placed on state agencies by Governor Perdue's Executive Order No. 20, we must again restrict general fund spending on purchasing cards.

If you have a card funded by general funds alone, we are freezing it, effective noon today.

If you have a card funded by general funds as well as other funding sources, the general funds will be rendered unusable and the next highest fund number will be structured as the default. This will be effective by the end of the day. We are not freezing those particular Banner funds directly tied to classroom instruction. Those funds are 121, 123, 125, 127, and 141. There are no restrictions on DIRECT CLASSROOM INSTRUCTION supplies, however, those expenditures should still be kept to a minimum.

We appreciate your patience and cooperation. You may request changes to your default fund using other than general funds by submitting a change default fund form to Rhonda Diggs. You may find that form under the Forms menu in PACS.

Rhonda Diggs, ext 23849, can help with your purchasing card questions. The entire Executive Order No. 20 and any further process clarification may be viewed at UNCW's Budget Office website.

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