

To all unit heads,

In a continuing effort to save costs and as a result of campus reporting changes, we have made significant changes to how Unit Heads and Managers will manage their unit budgets. The following cost-savings measures are needed to maintain current operational spending levels to cover expenses through the foreseeable future and conserve a prudent reserve. Your AUL/Director will distribute GA and S&E budgets (and chart strings) to you.

Unit heads are responsible for managing their GA budgets and are required to hire students according to the current guidelines for hiring work study students as the default, and if no students meet these criteria, then re-posting with a preferred statement for work-study students. This will allow the unit a means of stretching their GA allocation.

Units are responsible for non-compensation (S&E) expenses that are not covered by central funds.

Library Administrative Services covers general office supplies and other centrally funded recurring operating expenses which include the following:

- Recurring charges are telephones, UCPD video, cardkey and alarm system fees (excluding false alarms)
- General office supplies on the Library supply/toner list on Bearbuy
- Mail and express delivery
- Copier equipment
- Stock supply items managed by the Mailroom
- 3M gates
- Building repairs
- Sensitizer/desensitizer machines
- Microfilm equipment

Unit Head reminders:

1. Unit heads must approve any expense up to \$999.99; any expense over \$1,000 requires AUL/Director approval. This includes bluCard charges which must be preapproved on the Library bluCard holder form (not after the fact purchases).
2. Some non-supply items (i.e., equipment maintenance, services) may require different chart strings.

3. It is the unit head's responsibility to monitor their budget. If they overspend, they will be asked to provide a chart string to cover the overage.

Once you have received your GA/S&E budgets, the amounts will show up in your BAIRS reports under operating transfers in account 74150 (GA) and 74195 (S&E). If these are not displayed, your available balance will be shown in account 30000. These chart strings will soon be listed on the LBS website locate at <http://www.lib.berkeley.edu/Staff/LBS/accountingref.html>