

Budget Managers

In light of the current coronavirus pandemic, we ask that all budget managers be exceptionally cognizant of spending in their assigned budgets. All budget managers should be regularly checking and monitoring their budgets through [webadvisor](#). Below are some typical expenses that are most prevalent and also represent those expenses that are most easily controllable by everyone. This is not an all-inclusive list and I encourage you all to discuss with me any specifics you may have to cut back on spending in your respective budgets.

Travel - As discussed in prior communications, all non-essential travel should be halted for the foreseeable future. If you have previously booked travel, please contact your travel agency/airline for cancellation. The majority of the major airlines are giving out credits for future travel. Please document credits granted and submit those to the Business Office (businessoffice@doane.edu).

Supplies – These expenses can include; office, lab, instructional, events, vehicle, etc. Please be mindful when buying supplies and only purchase when it meets a critical need. Any supplies bought specifically for COVID-19 related items should be clearly marked COVID so we can track costs related to the pandemic.

Repairs – Repair costs should be cut back to necessity only. Repairs to critical machinery or buildings should take priority, but where possible, repairs should be limited to meet only critical or immediate needs.

Food/Entertainment Costs – These costs should be avoided if at all possible. On and off campus events have been cutback due to the coronavirus, so instances of food/entertainment costs should naturally be curtailed.

Technology – Since most of us will be utilizing Zoom, VPN (at home file access) for the foreseeable future, please make sure that you are discussing your technology needs with IT as opposed to buying standalone technology solutions. IT may already have a solution to use. For example, Doane has a corporate Zoom account that is available to Doane employees.

Credit Card Expenditures – Use of Doane issued credit cards should be used only when needed to purchase any emergency or essential items.

This is also a good time to review any unnecessary expenses in your budget such as monthly subscriptions, service contracts, etc. Any of these unnecessary expenses/subscriptions should be terminated immediately.

We understand the hardship imposed on everyone during this coronavirus pandemic, however, it is vitally important to Doane's budget that budget managers are taking the steps necessary to ensure that individual budgets are not overspent as we navigate through this current crisis.

It is vital that Doane's resources are spent wisely to ensure our resources are available once the coronavirus crisis is over and Doane is able to resume normal business operations. I will be monitoring the budgets as well and will be reaching out to you all individually when warranted. I understand that the budget encompasses much more than the few expense items discussed above, so I encourage you to contact me with any concerns or questions on specific issues relating to your budgets. Thank you for your attention to this important matter.

Lastly, please see below a reminder from a previous communication to please document any COVID related expenses that you incur. **It is vitally important that we document the cost associated with this pandemic.**

COVID Documentation Summary:

- On bills you receive by mail, highlight and clearly mark the portions of the bill that can tie directly to COVID.
- On Credit Cards put COVID as the first 5 characters in the description field in Smart Data, followed by the normal description. Write COVID on the receipt as well.
- For any other financial or budget entries put COVID as the first 5 characters.
- Any questions please email accounts.payable@doane.edu