



April 29, 2020

To: President's Leadership Council

From: President Ruth Watkins
Senior Vice Presidents Dan Reed
Senior Vice President Michael Good

Re: Prior Approval Now Required on Expenditures Over \$10,000

As the University of Utah community navigates these uncertain times, we are working with our students, faculty and staff to focus resources on supporting our people and ensuring that we emerge well-positioned for ongoing success.

This means that all purchases, contracts for services, future travel and lodging contracts, and other similar new expenditures will now be subject to the **prior approval** of the cognizant vice president or designee. This approval requirement applies to all **new expenditures that exceed \$10,000** and that are not covered by the cognizant vice president's list of approved categories of new expenses. A separate approval process applies to University of Utah Hospitals and Clinics expenses and other mandatory health care operations.

Please share this information with your teams and encourage leaders to examine ongoing expenses for opportunities to reduce expenditures. We know that this approval requirement will present challenges, but we have a duty to focus our resources on the people who drive the U's success and who deserve our gratitude and our full support.

We appreciate your patience, understanding and partnership as we strive to fulfill our mission as the University *for* Utah.