April 17, 2020

Dear Members of the Boston College Community:

I want to send my personal thanks to all of you for your commitment to Boston College during these challenging times. The COVID-19 pandemic has had a significant impact on the operations of the University and the academic experience of our undergraduate and graduate students.  While Boston College has successfully navigated the transition to remote teaching and learning, the financial impact of providing refunds to students, loss of revenue from various sources, and fluctuations in the value of the endowment have put a strain on the University’s finances.

As Father Leahy indicated in his letter to the Boston College community on April 15, in response to the current and ongoing effects of COVID-19 on the University’s finances, Boston College will put in place mitigating cost containment controls. The University community must limit its spending to essential business needs and campus services necessary to sustain critical infrastructure, security, instruction, and support for students.  These measures will generate operating budget savings and strengthen the financial profile of the University.

Finance administration held a series of meetings with academic and administrative personnel to ensure the planned changes could be implemented effectively in each of their areas. Without exception, the group supported the below actions.

The University will be implementing these changes immediately, and they will remain in place in fiscal 2021 as necessary:

Reviews and Approvals

* Two department approvals required on all requisitions, vouchers and expense reports of $1,000 or more
* Increased monitoring of budget transfers withimproved visibility of purpose by departments

PCard

* PCard individual purchase amount reduced from $5,000 to $1,000 daily with a $10,000 or lower monthly limit
* Limited number of P-Cards in active use

Travel

* All business travel and conference attendance suspended unless authorized by the President, Executive Vice President, or Provost

Purchase of Goods and Services

* Any request for goods and services over $1,000 needs to be processed via a requisition and purchase order
* Heightened review of departmental funding of capital purchases > $5000 using operating fund support and departmental minor equipment purchases

As Previously Communicated

* Operating units required to review current commitments/encumbrances. Departments must complete the creation of change requests or cancel orders by April 30th to decrease their current year encumbrances
* Operating units required to suspend any non-essential, non-binding service or consulting contracts
* Reach out to suppliers of orders recurring or otherwise in the pipeline to alert them that the University Campus is not accepting deliveries. Cancel orders or make arrangements for future delivery upon further notice. If an order is deemed essential, ensure arrangements have been made with the supplier for the physical receipt of the goods/services
* Home deliveries should be limited only to support online instruction

*Note: These new guidelines apply to all funds, except Capital appropriated (funds 8xx). For Grants (funds 5xx), the new lower dollar limits will apply, but the use of the funds is based on the terms and conditions of the grant.*

Additional guidance will be available from Procurement Services. If you have concerns or have questions, please contact Procurement or Budget as indicated below:

Procurement Services: [P-card Support Form](https://docs.google.com/forms/d/e/1FAIpQLSeHg6KZdM6fgYOGHrCG-XDiM1DqI7s-D4yNlyS3XaYVqMme8Q/viewform?usp=sf_link)

[Procurement Services Support Form](https://docs.google.com/forms/d/e/1FAIpQLScxrhRG0DylCP1mIZx6JYUtBdllW5hym9uABtF3tLZdp32EuQ/viewform?usp=sf_link)

Budget Support: jennifer.parsons@bc.edu

I ask all of you to be hopeful for our future, and know that we will get through these difficult times. Thank you again for your assistance as Boston College attempts to mitigate the impacts of Covid-19 and adapts appropriately.

Thank you,

John

John D. Burke

Financial Vice President & Treasurer