

January 28, 2019

DFA CABINET

RE: Updated Practice Directive on Budget & Finance Matters

On July 24, 2017, I sent a memo to the then-A&BS Senior Manager group which explained the approval authorities for various processes. This memo outlines an update to the activities relative to budget and finance.

DFA APPROVAL AUTHORITIES

Expenditures

Travel***	out of state travel for all DFA employees
*** requires pre-approval	all travel for Ron's DR
Vehicles	replacements
	additional
Equipment	over \$250k
	\$75k - \$250k
	under \$75k
Purchase Order	over \$100k
	change orders over \$50k
FM Construction orders	change orders over \$100k
D&CS change orders	change orders over \$100k

Budget

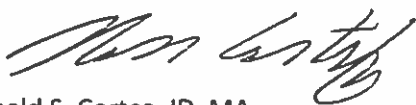
Income	DFA recharge rates
	DFA rates/fees/charges
	DFA sales & service fees

APPROVAL POINT

David Ott
David Ott
David Ott
Ron Cortez
Ron Cortez
David Ott
DFA Cabinet Member
Ron Cortez
Ron Cortez
Ron Cortez
Ron Cortez
Ron Cortez
Ron Cortez
Ron Cortez

Thank you for your partnership as we continue this work together in managing our financial resources with the good stewardship that is expected.

Sincerely,



Ronald S. Cortez, JD, MA
Chief Financial Officer and Vice Chancellor

cc: David Ott, Executive Director