



Memorandum

To: All Unit/Division Heads From: Beth Walkley, Director of Budget & Fiscal Planning
Re: Software Budgeting Procedure Date: October 11, 2018

The following is the new procedure for sending transfer requests regarding software expenses (purchases, maintenance, or contracts).

- All requests must be emailed to budget@ramapo.edu as usual. Funds will no longer be placed in individual units' budgets, but in the new ITS FOAP for Software Maintenance (**10001 21104 7001 60**).
- ALL documentation should be attached to the email, including invoices with the exact amount to be paid/has been paid, regarding that particular software. In addition, Robert Doster (rdoster@ramapo.edu) and Lisa Eisenhauer (leisenha@ramapo.edu) should be cc'd on the email.
- If the transfer is regarding a budget change request, please include the approved amount as well as the amount to be transferred within the body of the email.

ITS will create a PO under this FOAP out of which any expenses will be paid.

All units should review any software maintenance contracts and determine how much is already built into base budgets. A breakout of the budget for each software item should be sent to budget@ramapo.edu in an Excel spreadsheet. Once the breakout is received, the money for software will be reallocated to the new ITS FOAP in FY19 and going forward.

Should you have any questions, please contact the Office of Budget and Fiscal Planning at ext. 7703, or email budget@ramapo.edu.