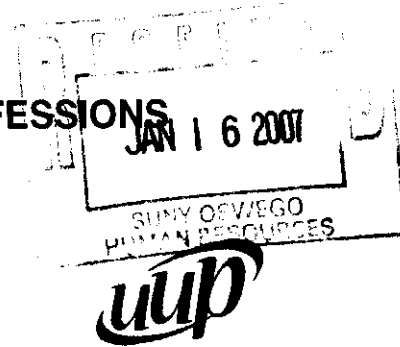


STATE OF NEW YORK/UNITED UNIVERSITY PROFESSIONALS



Joint Labor-Management Committees
55 Elk Street, Suite 301-C
Albany, New York 12210-2317
(518) 486-4666 (518) 486-4667 (Facsimile)

Governor's Office of Employee Relations
George H. Madison, Director

United University Professions
William E. Scheuerman, President

MEMORANDUM

January 11, 2007

TO: Campus Presidents
UUP Chapter Presidents
Campus Fiscal Officers
Directors of Human Resources
Directors of Sponsored Research

FROM: Tina B. Kaplan *Tina B. Kaplan*
Executive Director

SUBJECT: Deadlines for Reimbursement of Expenditures

As you are aware, the general guidelines for all the NYS/UUP Joint Labor Management Committees' programs state that:

New York State vouchers, with accompanying original receipts, must be submitted to the campus fiscal office within thirty (30) days after completing the project or activity, or award notification if the funded project or activity has already been completed. Vouchers and receipts not submitted in a timely manner may result in forfeiture of entitlement to reimbursement.

A review of the various programs reveals that some awards have not been accessed sixty or even ninety days after the end of their award period. This letter is meant as a reminder that it has been the practice to rescind funding for awards that have not been paid ninety days after the end date of their award period. This ensures that the allocated monies are fully expended for program purposes rather than left unused when projects do not occur or when they cost less than anticipated.

The funding for awards with award periods ending in September was revoked at the end of December. Those ending in October will not be funded after the end of this month, and so on.

If you have any questions, I can be reached at (518) 486-4666 or you can e-mail me at nysuuplmc@goer.state.ny.us.

cc: Christine Urschel