



COVID-19 Spending Constraints Attestation Form
Effective 5-27-2022

Requestor Name:

Vendor:

Department:

Department Account or P-T-A Number:

Date of Request:

Funding Source: State:

BSCF:

RF:

Purchase Amount:

This form must be completed by any employee requesting purchases greater than \$30,000 from any State (including revenue off-set, DIFR, IFR and SUTRA), Buffalo State College Foundation (BSCF) unrestricted, or Research Foundation (RF) administrative funds at Buffalo State.

All proposed purchases must be submitted by a requestor who has completed the Acknowledgement of Financial Resource Stewardship.

Approval thresholds:

- All purchases require approval from account signatory.
- Purchases \$30,000 or more require submission of this Spending Constraints Attestation Form to document written approval from department head/supervisor, dean/AVP and the appropriate President's Cabinet member. Such proposed purchases will be reviewed and prioritized by the OTPS Spending Constraints Oversight Committee for consideration by the college Budget Committee.

1. Please provide a brief description of the purchase:

2. Please indicate whether the expenditure is:

A. **Essential** for health and safety Yes: No:

B. **Urgent** for continuation of campus operations Yes: No:

C. **Relevant** to Buffalo State's strategic priorities and supportive of the campus mission Yes: No:

D. Clearly a **revenue-generating** investment (grant funding or gift in hand) Yes: No:

If yes, please explain how and to what extent:

If no, please do not make the purchase.

3. Please indicate the impact if the expenditure were not made:

A. Would students or the institution be negatively impacted? Yes: No:

If yes, please explain how and to what extent:

4. Have you considered alternate sources of the goods or service?

A. Is it available centrally, or from elsewhere on campus? Yes: No: Did not investigate:

B. Is it available at a neighboring institution? Yes: No: Did not investigate:

5. Are there creative solutions that would alleviate or eliminate the need for the goods or service?

A. Were creative solutions explored? Yes: No:

If yes, please explain the solutions explored:

Requestor signature
Required for requests of \$30,000 or more

Dean/Associate Vice President signature
Required for requests of \$30,000 or more

Supervisor/Department Head signature
Required for requests of \$30,000 or more

President's Cabinet Member signature
Required for requests of \$30,000 or more

SCOC Signature Here
Spending Constraints Oversight Committee designee
Required for requests of \$30,000 or more

Budget Committee designee:
Vice President for Finance and Management signature
Required for requests of \$30,000 or more