



165 Capitol Avenue  
Hartford, CT 06106-1658

## MEMORANDUM

**TO:** All Agency Heads  
**FROM:** Donald J. DeFronzo, Commissioner *DJ D*  
**SUBJECT:** Spend Reduction Directive  
**DATE:** January 26, 2011

The "Spend Reduction Directive" issued by Former Commissioner Sisco on July 1, 2009 is rescinded and the following procedures are now in effect.

Due to the continuing fiscal challenges facing the state, it is imperative that all state agencies take steps to evaluate and justify expenditures and guard against excessive and unnecessary spending. It is the policy of this administration to empower agencies to make good decisions, economize and save money whenever possible, while preserving critical services.

1. Purchases of goods and services will be limited to those deemed necessary to sustain agency operations provided such purchases are authorized by each agency's department head or his or her designee. Agencies shall take necessary steps to avoid year end depletion of budgeted OE funds.
2. Agency heads may authorize the use of P-cards for necessary agency operation provided established guidelines governing their use is maintained, according to the "State of Connecticut Credit Card Use Policy" available on the DAS website.
3. Agency heads may authorize the printing of letter head and business cards as deemed appropriate for agency operations. Printing of other non-essential material should be restricted to those items deemed important to the fulfillment of the agency's mission. Agencies should aggressively move to implement "paperless" processes whenever possible.
4. Agency Transportation Administrators and Fiscal Officers should continue to closely monitor all fleet related and travel reimbursement expenses and to identify areas where there are lower cost solutions to accommodate necessary employee travel.

DAS will monitor agency operations for compliance with these measures.