

Rutgers Discretionary Spending Quick Reference Guide

Staff and faculty in every unit must remain singularly focused on our mission and come together to be responsible stewards of university resources. With everyone's understanding and cooperation, we will move the university into a more financially stable position in the coming years.

Reduce or eliminate spending on discretionary goods and services

- **Non-Discretionary:** unavoidable, needed for units to function, and/or must occur for mission-critical operations
- **Discretionary:** optional or non-essential, despite the funding source (internal or external), such as:

Supplies and Materials	Rent and Utilities	Recruiting
Services, including Professional Services	Repairs and Maintenance	Capital Purchases, Additions, and Improvements
Travel and Business Expenses	Print and Publishing	Participant Support
Computer and Equipment	Telecommunications	Training Grants
Dining and Hospitality	Dues, Subscriptions and Licenses	Other and Miscellaneous

Before you spend, ask, "Is this purchase..."

- **Necessary:** required, essential, and needed;
- **Appropriate:** allowable, consistent, and suitable; and
- **Reasonable:** cost-conscious, not excessive, and practical?

Follow University Procurement Services (UPS) policies and procedures

- Review [UPS Policies](#) and [UPS Procedures Manual](#)
- Determine the [best method to procure goods or services](#), which will save time and resources

Review cost-savings tips

- From going paperless and conserving energy to obtaining multiple bids/quotes for the lowest total contract/agreement price, [cost-saving recommendations](#) have been identified in every spending category

Support Services and Resources

- Reach out to your unit's business manager or second level approver before making purchases
- Contact [Rutgers Saving](#) if you have questions.

Visit the [University Procurement Services website](#) for guidance and resources.