

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

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CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 25-09

September 16, 2025

TO: All Departments, Boards, Agencies, and Commissions

FROM: Joseph W. Threat, Sr., Chief Administrative Officer

SUBJECT: Spending Freeze and Submission Deadline for Essential Expenses

I. PURPOSE

The City of New Orleans continues to face significant budgetary constraints requiring immediate and sustained action to preserve fiscal stability. This memorandum institutes a freeze on non-essential spending. It also establishes a September 30, 2025, deadline for submission of requisitions, contracts, change orders, and travel authorizations needed through the end of the year so that all needs can be comprehensively reviewed and prioritized.

II. SPENDING FREEZE

Effective immediately, departments shall:

- Initiate no new requisitions, purchase orders, change orders, or contracts unless deemed essential.
- Submit all essential requisitions, contracts, and change orders needed through the end of the year in BRASS by September 30, 2025.
- Restrict requests to items mandated by law, necessary for public health and safety, or essential to revenue collection.

III. PROCESS FOR SUBMITTING ESSENTIAL SPENDING REQUESTS

Requisitions/Change Orders

On or before September 30, 2025, departments must:

- Cancel unreleased requisitions that your department does not intend to use and work with Purchasing to cancel any released requisitions that are no longer needed by your department.
- Release and obtain department manager approval for any remaining essential FY 2025 requisitions in BRASS, with complete supporting documentation.
- This deadline also applies to change orders on existing FY 2025 purchase orders.

Contracts

On or before September 30, 2025, departments must:

- Release any remaining essential FY 2025 contract actions in BRASS, with complete supporting documentation.
- Submit BRASS Contract Amendment Request forms for any outstanding adjustments to contract lines or account distributions for existing contracts. **Departments must copy budgetoffice@nola.gov for approval when submitting BRASS Contract Amendment Request forms to Purchasing and/or Law.**
- These instructions apply to any contract action that creates a financial obligation for the City, including new contracts, contract amendments, and adjustments to BRASS contract lines or account distributions.
- If the agreement is a “Contract” type (i.e., it requires a requisition and a purchase order), the corresponding requisition must also be released and approved by the Department Manager in BRASS by September 30, 2025.

Travel Requests

On or before September 30, 2025, departments must:

- Submit all Travel Authorization Forms for planned travel through the end of the calendar year to the Chief Administrative Office.
- Travel requests that require any use of General Fund (including per diem) will only be approved in emergency circumstances.
- Travel will not be authorized after September 30 except in emergency circumstances.

Submissions after September 30

Submissions that involve encumbering or spending additional funds after the September 30, 2025, deadline will be considered for emergency purchases only, subject to the availability of funds.

If you cannot meet the September 30 deadline due to a technical or operational barrier, contact Budget in advance of the deadline to obtain guidance. Email Brandye A. DeLarge and Kimberly Warren at badelarge@nola.gov and kawarren@nola.gov with:

- BRASS requisition/PO number(s) (if available),
- Brief description and dollar amount,
- Funding source, and
- One-paragraph justification explaining urgency and the barrier encountered that prevented the request from being submitted by the September 30 deadline.

IV. NEXT STEPS

A meeting with Department Directors will be scheduled to discuss the City’s financial outlook and answer questions regarding this memorandum. The Budget Office will issue additional technical guidance as needed.

V. **INQUIRIES**

All inquiries should be directed to the Budget Office (budgetoffice@nola.gov).