



**CHIEF ADMINISTRATIVE OFFICE  
CIRCULAR MEMORANDUM NO. 21-01**

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**To:** All Departments, Boards, Agencies, and Commissions  
**From:** Gilbert A. Montaña, Chief Administrative Officer  
**Date:** January 12, 2021  
**Re:** Implementation of Changes to the FY2021 Expenditure Approval Process

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A handwritten signature in blue ink, likely belonging to Gilbert A. Montaña, the Chief Administrative Officer mentioned in the memorandum.

**I. PURPOSE**

This Circular Memorandum is issued to announce the implementation of measures to monitor and control expenditures for FY2021.

**II. BACKGROUND**

The purpose of this memorandum is to provide guidance and protocol relative to the freeze of expenditures due to the COVID-19 pandemic. Due to the fluid nature of the COVID-19 pandemic, it is critical that Department Directors closely follow **all** directives and communications from City Leaders as this information may change.

It is expected that Departments will be considerate and mindful of all expenditures for FY2021. At this time, all FY2021 expenditures should be limited to those included in the Department's approved FY2021 budget. Directors shall ensure that expenditures do not exceed those required to sustain current business needs.

**III. EXPENDITURE PROCESS FOR FY2021**

Effective immediately, Departments shall initiate new requisitions and encumbrances for other operating FY2021 expenditures in BRASS. Expenditures for FY2021 no longer require an approved spending freeze form prior to entering the request into the BRASS system.

The Finance and Budget Departments will evaluate all requests for expenditures. The evaluations will take place within the BRASS approval process. If adjustments are required to expenditure requests, the Departments will be notified.

All supporting documentation for expenditures requiring CAO approval and signature (such as contract expediency forms, BPAs, etc.) should be submitted to Joycelyn Christopher in the CAO's office. Please provide hard copies only.

The impact of COVID-19 on the financial operations of the City continue to require close tracking of revenues and monitoring of expenditures. This is expected to continue throughout the fiscal year.

***Exception***

- A. Purchases directly related to COVID-19 operations (ex: hand sanitizer, PPE, cleaning supplies, etc.) should continue to be routed through the Office of Homeland Security and Emergency Preparedness. Please e-mail [resource@nola.gov](mailto:resource@nola.gov) with questions.

**IV. EXPENDITURE PROCESS FOR FY2020**

Any remaining expenses charged to FY2020 budgets will require a spending freeze form approved by the CAO, in addition to approvals outlined in the FY2020 Close Out Process. Please submit FY2020 spending freeze forms for CAO approval to Courtney Story via e-mail at [courtney.story@nola.gov](mailto:courtney.story@nola.gov).

**V. INQUIRIES**

Should you have any questions, please contact Yulbritton Shy at (504) 658-8642 or via email at [ydshy@nola.gov](mailto:ydshy@nola.gov) and/or Karla Felton at (504) 658-1547 or via email at [karla.felton@nola.gov](mailto:karla.felton@nola.gov).

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