

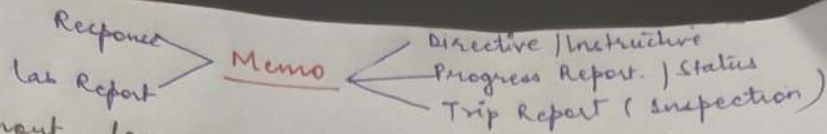
To: All Employees  
From: Maya James, President, Provincial University  
Date: September 21, 2012  
Subject: Future Expenditure Guidelines

After careful deliberation, I have determined it is necessary to begin the initial steps of a financial stewardship program that carries Provincial University through what appears to be a two-year cycle of a severe provincial shortfall in revenue and subsequent necessary legislative budget reductions.

Beginning September 24, 2012, the following actions are being implemented for the General Fund, Auxiliary Fund, and Capital Fund in order to address the projected reductions in our provincial aid for the remainder of this year 2012–2013 and for the next year 2013–2014.

1. Only purchases needed to operate the university should be made so that we can begin saving to reduce the impact of the 2013–2014 budget reductions.
2. Requests for out-of-province travel will require approval from the Executive Committee to ensure that only necessary institutional travel occurs.
3. Purchases, including in-province travel and budget transfers, will require the appropriate vice president's approval.

Please understand that we are taking these prudent steps to create savings that will allow ProvU to reduce the impact of projected cuts in expected 2013–2014 legislative reductions. Thank you for your cooperation, and please direct any questions to my office.



Short for memorandum (reminders)  
made to remind somebody about something that warrants  
action; an internal communication in an organization  
Acts as an order from the Head of the Department.

Length - 1-2 pages

Subject is more specific as compared to a circular.

- e.g.
- 1) Prohibiting use of internet on company time
  - 2) Project deadline extension
  - 3) Termination / Resignation on violation of policy
  - 4) Soliciting feedback / inputs, asking for permissions

|                                     |
|-------------------------------------|
| To                                  |
| From:                               |
| Date                                |
| Subject:                            |
| Content*                            |
| // From (optional as covered above) |

Generally the content can be logically split to the following sequence:

1. Summary of the current situation
2. Actions, recos for recipient
3. Criteria for assessment
4. Support to be provided by the management
5. Contact person, in case of doubts

Circular: Announcements to small group

- official → Common letter circulated in a team
- Business → Generally identical letter sent to multiple clients

- provides information or gives advice, announcements
- readers would often ignore the info as it is not binding
  - important to write from his perspective, so as the info is taken seriously
- official circulars - generally formal: enforce dress policy, team lunch
  - Business - semi-formal
    - launching of new business expansion
    - introducing new products

7Cs ← Clear      Courteous      Concrete  
Correct      Considerate  
Concise      Complete

|                 |  |
|-----------------|--|
| <u>Org Name</u> |  |
| <u>Circular</u> |  |
| C. No.          |  |
| Date            |  |
| Subject         |  |
| Content         |  |
| Issued By       |  |
| — —             |  |



### Official Circular

- 1) Draft a circular for the sales team of your organization, informing about the appraisal hike that is due for the last quarter. You are the team manager.
- 2) You are the Department Head of a Sanitation Services Company. In the wake of covid-19 pandemic, inform all the employees of your department of the cancellation of all holidays till the lockdown period via a circular.