

From: Matthew Sapienza, Senior Vice Chancellor and Chief Financial Officer

Subject: COVID-19 Related Expenditure Tracking

Date: March 11, 2020 at 8:33:02 AM EDT

Good morning Colleagues,

The Office of Budget and Finance has established a new Program Code **80431** in CUNYfirst to assist the University and your college with tracking expenditures related to the preparation and response to COVID-19. The Funding Source must remain 99999 (default).

Ideally, the requisitioner should be instructed to update the budget chartfields during the requisition process; however, your Procurement Department also has access to change the Program Code during the procurement process and should check to ensure proper coding prior to sourcing the requisition.

For Credit Cards: Credit Card Approvers should ensure that the Program Code is changed prior to approving a P-Card or a NET Card transaction.

For Expense Reports: Pre-pay Auditors should send back, to the end users, expense reports for chartfield changes as required. Please ensure that there is sufficient budget to cover these expenditures.

Expenses related to COVID-19 that occurred prior to March 11 should be journaled into this new program code. My team will interface with the State and provide additional budget detail categorization as requested by the State Division of Budget. Budget Directors may contact Josephine Vidal (Josephine.Vidal@cuny.edu / 646-664-3072) with any questions regarding this program code structure.

The Office of Human Resources is also working with the State and City to create separate payroll codes to create distinct tracking of COVID-1 related activities. Vice Chancellor Gloria and her team will send out a separate communication once those codes have been established.

Be advised that in preparation and response to COVID-19, your Procurement Department is required to adhere to the established purchasing hierarchy, but is also reminded that all US General Services Administration (GSA) contract schedules are available to use by CUNY. Additionally, pursuant to the CUNY Procurement Policy and Procedures Section V.H.1., if your college has declared that an emergency contract is required, a declaration of emergency and a written record setting forth the basis for concluding that there was an emergency and the abbreviate procurement methods used to identify selected contractor is also required. Vice Presidents for Finance and Administration, or equivalent, must submit these declarations to the Office of Budget and Finance and the Office of the General Counsel, and submit the resulting contracts to the State or City, as appropriate, for payment. Purchasing Directors may contact Caron Christian (Caron.Christian@cuny.edu / 646-664-3062) with any questions regarding the procurement process. Accounts Payable Directors may contact Central Office Accounts Payable at APInquiry@cuny.edu and Travel and Expense Administrators may contact CUNYtravel@cuny.edu.

If you have other general questions regarding CUNY's response to COVID-19, please send them to Coronavirus.Taskforce@cuny.edu.

Sincere thanks,

Matthew Sapienza
Senior Vice Chancellor and Chief Financial Officer