

## COVID-19 Purchasing & Payment Instructions

Purchases made during an emergency period must continue to comply with state purchasing regulations. The regulations, however, do permit for emergency procurements when there exists an imminent threat to public health, welfare, safety, or public property. Although strict compliance with the Louisiana Procurement Code may be waived by the Governor, every effort shall be made to obtain quotations from three or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis. Purchases made for such emergencies should be well documented; to include receipts, invoices, purchase orders, rental agreements, etc., which will serve as a basis for settlement of claims and will support the State's request for supplemental federal assistance. All requests to proceed with an emergency procurement, which will bypass standard procurement procedure, must be directed to Purchasing for determination that the failure to comply with the statutory restriction is necessary due to the emergency.

Additionally, please note the following as it relates to the documentation requirements for all COVID-19 transactions:

- Coronavirus expenditures should be invoiced and submitted separately from non-Coronavirus expenditures.
  - This means that Coronavirus and non-coronavirus expenses should not be included on the same invoice/transaction/payment request.
- All expenditures related to the Coronavirus Covid-19 must be coded to CV19 and the invoice clearly marked "Related to the "CORONAVIRUS COVID-19".

### 1. P-Cards/Travel Cards

Enter codes in the following fields to identify how the segment will be allocated

- GL01: Account Index - This is the Banner Index the expense will be allocated to
- GL02: Account Code: This is the Banner Account the expense will be allocated to
- GL03: Activity Code: Select ("CV19") if this is a COVID-19 Specific Expense. If a regular expense not related to COVID-19, select N/A.



The screenshot shows a procurement system interface for transaction TXN00048576. The transaction details include Purchase Amount: 64.17, Post Date: 02/05/2020, Vendor Name: AMAZN Mktg US T2ZTF4Y93, and MCC: 5942 (BOOK STORES). The Allocation section shows a table with columns for Comp/Val/Auth, Amount, Sales Tax, Description, GL01: Account Index, GL02: Account Code, and GL03: Activity Code. The GL03 field is highlighted with a red box and contains the value 'CV19 | COVID-19 Specific Expense'.

| Comp/Val/Auth | Amount | Sales Tax | Description                       | GL01: Account Index | GL02: Account Code | GL03: Activity Code              |
|---------------|--------|-----------|-----------------------------------|---------------------|--------------------|----------------------------------|
|               | 64.17  | 0.00      | AMZN Mktg US T2ZTF4Y93 - Purchase | 2PH8NT              | 704103             | CV19   COVID-19 Specific Expense |

### 2. Check Requests

- In the Description box, Clearly notate and highlight "Coronavirus-Covid-19"

### 3. Requisitions/Purchase Orders

- When keying a Requisition, add Document Text stating "Related to the "CORONAVIRUS COVID-19"
- And also, in the Accounting FOAPAL, insert "CV19" in the Actv Field as seen below

| ACCOUNTING |     |      |       |       |        |        |      |      |      |
|------------|-----|------|-------|-------|--------|--------|------|------|------|
| Sequence   | COA | Year | Index | Fund  | Orgn   | Acct   | Prog | Actv | Locn |
| 1          | M   | 20   | 2PURC | 11000 | 300145 | 704700 | 61   | CV19 |      |

- On Change Orders, clearly notate and highlight “Coronavirus-Covid-19”, if applicable.

#### 4. **Journal Voucher**

- Email Journal Voucher to Amy Estes, Associate Controller, at rowton@ulm.edu and cc: Mark Labude, Controller, at labude@ulm.edu for any item that was previously purchased and/or invoiced and is now being used for the Coronavirus response.
  - For example, current inventory of hand-sanitizer being reallocated to new locations on campus due to this response.
- The journal voucher should clearly state “Related to the “CORONAVIRUS COVID-19”

### **Lost Revenue Reporting**

Lost revenues include any revenues that you would have received if it had not been for the Coronavirus COVID-19. Some of this revenue will have to be estimated. Examples of these types of lost revenues are revenues from canceled events, reduced clinic operations, missed sales and rental revenues, and refunds of money already taken in. All departments must report lost revenues due to Coronavirus COVID-19 to Nicole Walker, Director of Budget and Financial Analysis, at nwalker@ulm.edu.