



MEMORANDUM

TO: AGENCY CFOs & FISCAL OFFICERS
FROM: COURTNEY EVERETT, DEPUTY AUDITOR, AUDITOR OF STATE
DATE: MARCH 16, 2020
SUBJECT: EXPEDITED PAYMENTS FOR CORONAVIRUS

CFOs and Fiscal Officers,

Due to recent events related to the COVID-19 pandemic, many state agencies, including the Auditor of State (AOS), have begun the process of transitioning employees to temporary remote work assignments.

We can assure you that agencies' payments, assets and journal entry approvals will continue.

Due to the number of employees who may be working remotely, we ask that you continue to make sure staff have attached supporting documentation to all financial transactions in PeopleSoft Financials. This will assist in reducing delays.

Agencies processing SDO or high volume payments must email documentation and transaction numbers to the INAuditorofStatePayables@auditor.in.gov with a subject line of "Special SDO" or "Special HV" for approval.

Affidavits for lost, canceled or stolen warrants should be scanned and emailed to INAuditorofStatePayables@auditor.in.gov. Agencies are still required to send the original affidavit within 5 business days. AOS will process the transaction using the scanned image as long as it is clearly readable and fully completed.

Agencies with COVID-19 related expenses that need to be expedited should submit a special to AOS, labeled "Special COVID-19," using the normal procedures. Agencies should use incident code 200126 to track expenditures related to COVID-19.

Payroll submission guidance released last week to payroll staff is attached for your reference.

Questions can be directed to Mary Reilly MReilly@auditor.in.gov or Courtney Everett CEverett@auditor.in.gov.

Thank you,

Courtney Everett
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