



MEMORANDUM

TO: AGENCY CFOs & FISCAL OFFICERS
FROM: COURTNEY EVERETT, DEPUTY AUDITOR, AUDITOR OF STATE
DATE: MARCH 23, 2020
SUBJECT: EXPEDITED PAYMENTS FOR CORONAVIRUS

CFOs and Fiscal Officers,

Please make sure this information goes to the appropriate staff in your agency.

As a reminder, agencies with COVID-19 related expenses that need to be expedited should submit an email to INAuditorofStatePayables@auditor.in.gov, labeled "Special COVID-19" in the subject line.

Expedited **vendor form** requests should be emailed to vendors@auditor.in.gov, labeled "Special COVID-19" **in the subject line.**

Our office is taking all necessary steps to ensure these payments are turned around quickly. Requests identified as Special COVID 19 will be prioritized. Agencies should continue using incident code 200126 to track expenditures related to COVID-19.

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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