

## How You Can Ensure the City is Reimbursed for COVID-19 Response

City of Tulsa Finance Department

- STEP 1:**      **Budget:** Ensure you have the budget necessary to buy what you need. If you do not, contact your budget analyst.
- STEP 2:**      **Purchase:** Purchase what you need using a P-Card if the total cost is less than \$2,500. If the total cost is \$2,500 or more, contact **Larry Hood** for approval of an Emergency Purchase (if the Vendor requires a Purchase Order to supply what you need, we can issue one; you will need to enter a Requisition in MUNIS).
- STEP 3:**      **Code:** Code all COVID-19 related purchases and services to the Project String **COVID2019.Virus.OthExp\***

\*Detailed instructions are on the following pages

### How you can help us ensure the City is reimbursed for expenses related to COVID-19

- Check the [COVID-19 Eligible Emergency Protective Measures Fact Sheet](#) to determine if the cost could be reimbursable.
- Code all **non-payroll expenses** to the project string listed above. Payroll expenses will be analyzed and moved to the Project later.
- **Limit the number of P-Card users** authorized to spend for COVID-19 to **2 for smaller departments** and **5 for larger departments**. This will ensure all expenses can be captured for reimbursement. Purchasing can increase the limits for these individuals if needed. Contact **Rich Gonter** for increases in P-Card limits.
- If you have a question about **how to code** the expenditure in Munis, contact Carol Jones [caroljones@cityoftulsa.org](mailto:caroljones@cityoftulsa.org)
- If you have a question about **eligibility** of a purchase, contact Dianne Bileck, TAEMA Grants & Finance Coordinator, [dbileck@tulsacounty.org](mailto:dbileck@tulsacounty.org) or (918) 596-9897

### Quick Links to the Following Pages

P-Cards.....	4
Requisitions .....	5
Contracts .....	6
Invoices.....	7
Pick Tickets .....	9

### Questions:

<b>Purchasing</b>	Larry Hood	<a href="mailto:lhood@cityoftulsa.org">lhood@cityoftulsa.org</a>	(918) 596-7550
<b>P-Cards</b>	Rich Gonter	<a href="mailto:rgonter@cityoftulsa.org">rgonter@cityoftulsa.org</a>	
<b>Coding Expenses</b>	Carol Jones	<a href="mailto:caroljones@cityoftulsa.org">caroljones@cityoftulsa.org</a>	
<b>Eligibility</b>	Diane Bileck	<a href="mailto:dbileck@tulsacounty.org">dbileck@tulsacounty.org</a>	(918) 596-9897 or (918) 752-5508 (Cell)

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

### COVID 2019 Project Ledger Procedures

The following procedures have been developed in order to capture expenditures related to the FEMA declared disaster of the COVID-19 outbreak. *[Some screen shots have not been updated due to current work situations.]*

The project **COVID2019** has been created in the Project Ledger to track expenditures and reimbursements received.

**Project Master [City of Tulsa]**

Project

Project \* COVID2019  Project ledger use only

Project Type ...

Title \* COVID 19

Short title COVID 19

Major project ...

State ID #

Federal CFDA

Drawdown freq

Description This project will account for expenditures associated with the COVID-19 outbreak.

Justification

Department ...

Status Active

Project available budget

Percent Complete 0

Estimate to Complete 0.00

Create capital asset

Project fiscal range \* JUL to JUN

Projected date range \* 03/01/2020 to 12/31/2020

Actual date range to

Extension date

Obligation date

Last date to encumber

Life to Date

Number of Days

Original 305

Revised 305

Each department will use its own budget for purchases related to the FEMA declared disaster. The project expense string **COVID2019.Virus.OthExp** will be used to capture all expenses except payroll. This project does not have an associated default general ledger account.

**Project Expense String [City of Tulsa]**

Project string

Project \* COVID2019 COVID 19

Phase \* Virus COVID 19 Virus

Task \* OthExp Other Expenses

Sub-Task \*

Description To account for non-payroll expenses related to the COVID-19 outbreak.

Justification

Name \* COVID 19

Short name \* COVID 19

Status Active

Projected date range \* 03/01/2020 to 12/31/2020

Actual date range to

Project available budget

Actual overhead rate 0.00 %

Expense type

Life to Date

Include in budget check

General Notes

Comments

Default GL account

Fund	SubFund	Function	Department	Division	Section	Future	Future2
...	...	...	...	...	...	...	...
Org	Object	Project					
...	...	...					

Allow GL Override

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

There is no budget associated with this project. Budget checking will occur on the general ledger account used upon entry of invoice, p-card transaction, pick ticket, requisition or contract.

Project Expense Inquiry [City of Tulsa]

Back Search Browse Output Print Display PDF Excel Email Schedule Attach Reminder Alert Return Detail Amount View View Changes

**Project string**

<b>Project *</b>	COVID2019 ...	COVID 19	Description	To account for non-payroll expenses related to the COVID-19 outbreak.
<b>Phase *</b>	Virus ...	COVID 19 Virus	Justification	
<b>Task *</b>	OthExp ...	Other Expenses		
<b>Sub-Task *</b>	...			

<b>Name *</b>	COVID 19	<b>Project Available Budget</b>	Life to Date
<b>Short Name *</b>	COVID 19	<input checked="" type="checkbox"/> Include in budget check	
<b>Status</b>	Active	<b>Actual overhead rate</b>	0.00 %
<b>Projected date range</b>	03/01/2020 to 12/31/2020	<b>Expense Type</b>	...
<b>Actual date range</b>			

**PROJECT STRING BALANCES**    **GL ACCOUNTS**

	Project Year 2020	Project Year 2019	Project Year 2018	Project Year 2017
Original Budget	.00	.00	.00	.00
Transfers - In	.00	.00	.00	.00
Transfers - Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
SOY Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Inception to SOY	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent Used	0.00	0.00	0.00	0.00

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

Payroll will be posted to the project by journal entry after eligibility to charge to the project is verified.

Project Expense Inquiry [City of Tulsa]

Back
Search
Browse
Output
Print
Display
PDF
Excel
Email
Schedule
Attach
Reminder Alert
Return
Detail
Amount View
View Changes
Emp Dt

Project string

<b>Project *</b>	COVID2019 ...	COVID 19	Description	To account for payroll expenditures associated with the COVID-19 outbreak.
<b>Phase *</b>	Virus ...	COVID 19 Virus	Justification	
<b>Task *</b>	Payroll ...	Payroll		
<b>Sub-Task *</b>	...			

<b>Name *</b>	COVID 19			
<b>Short Name *</b>	COVID 19			
<b>Status</b>	Active			
<b>Projected date range</b>	03/01/2020	to	12/31/2020	
<b>Actual date range</b>		to		

<b>Project Available Budget</b>	Life to Date			
<b>Actual overhead rate</b>	<input checked="" type="checkbox"/> Include in budget check			
<b>Expense Type</b>	0.00 %			

**PROJECT STRING BALANCES**    GL ACCOUNTS

	Project Year 2020	Project Year 2019	Project Year 2018	Project Year 2017
Original Budget	.00	.00	.00	.00
Transfers - In	.00	.00	.00	.00
Transfers - Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
SOY Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Inception to SOY	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent Used	0.00	0.00	0.00	0.00

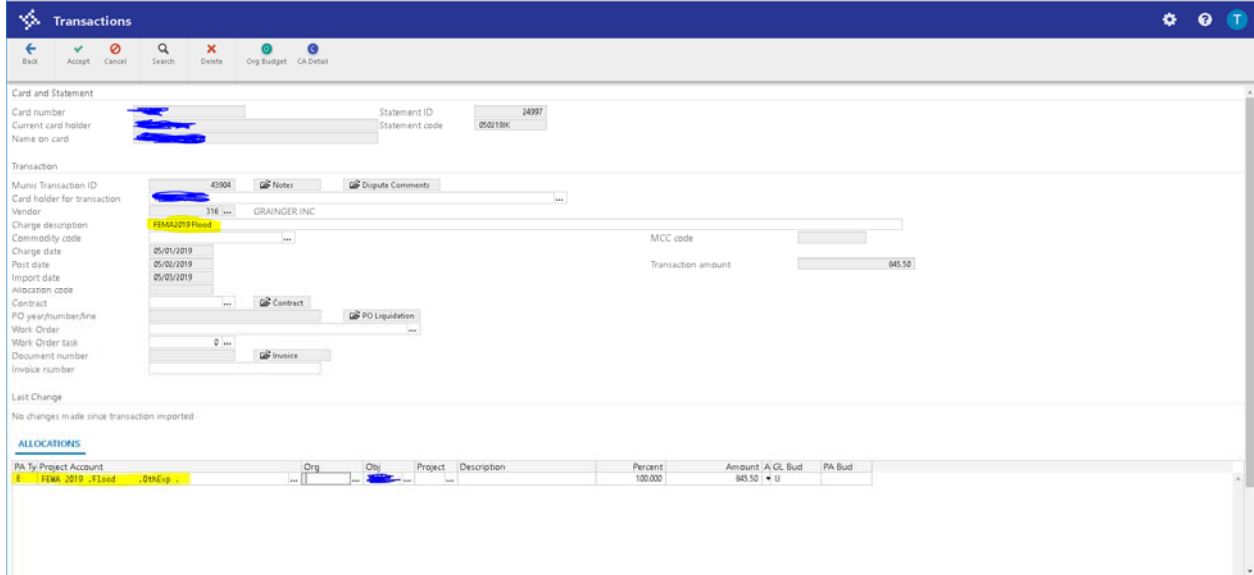
### P-Cards

For convenience in searching for disaster related expenses, description fields in various modules will be modified. Examples of how to enter information in various modules follows.

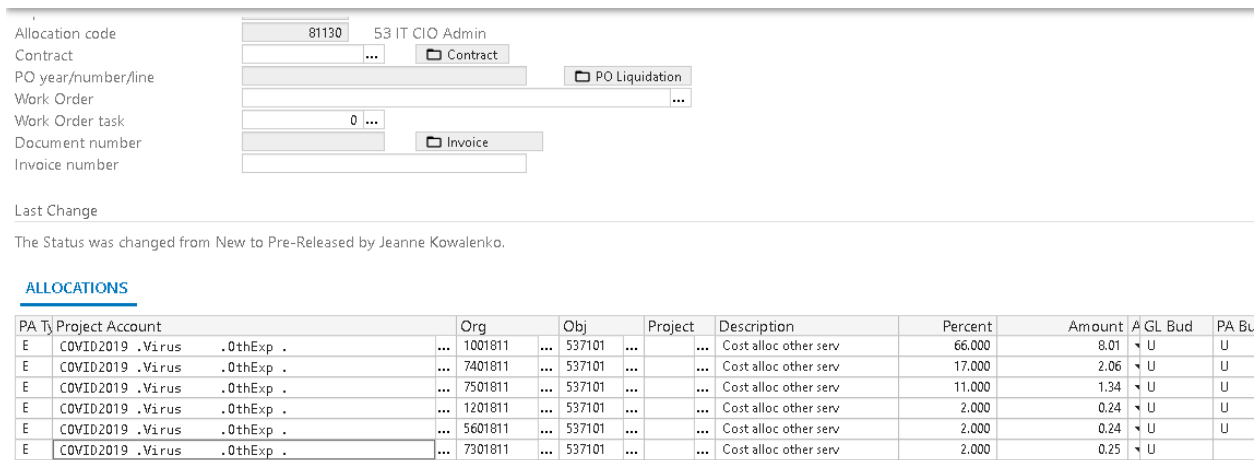
1. When allocating a P-Card charge, remove the information that auto populates the Charge description field. Enter **“COVID19\_Virus”** in this field.
2. In the allocations section, enter the project string **COVID2019.Virus.OthExp** in the Project Account field. Since there is not an associated general ledger account enter the org and object associated with the user department. Budget checking will occur on that account.

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department



If an allocation code is normally used, enter the department allocation code in the field "Allocation code". In the section Allocations, enter the project string **COVID2019.Virus.OthExp** for each line of the allocations.



### Requisitions

When entering a Requisition, enter **COVID19\_Virus** in the Description field. Be sure to check the box "Project Accounts Applied" to ensure the field is available to allocate the expense lines.

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

**Requisition: 2019/20199072**  
Created: Tammy Pitts, 05/30/2019 Total Cost: \$0.00

**Requisition**  
Vendor Quotes (0) General Notes (0)

Fiscal Year: 2019 Requisition Number: 20199072 Created Date: 05/30/2019

Type: (N) NORMAL

Convert to: Purchase Order

Department: (12) Finance

Commodity: [Empty]

Description: FEMA2019 Flood

Buyer: (4534thomas) Terry Thomas

Project Accounts Applied:  Project Accounts Applied

Notifi Originator When Converted or Rejected:

Notifi Originator of Overages:

Receive by Amount:

Three Way Match Required:

Inspection Required:

Items (0)  
Add Item Bid Item  
No requisition items exist.

In the allocations field, enter the project string **COVID2019.Virus.OthExp** in the Project Account field. Since there is not an associated general ledger account enter the org and object associated with the user department. Budget checking will occur on that account.

**Requisition: 2019/20199072**  
Created: Tammy Pitts, 05/30/2019 Total Cost: \$0.00

**Item Details**  
Add Item Delete Item Notes (0) Line 1

Item: [Empty]

Contract: [Empty]

Commodity: [Empty]

Quantity: 1.00

Unit Price: \$0.00000 Unit of Measure: EA

Discount Percent: 0.00

Freight Amount: \$0.00

Credit Amount: \$0.00

Line Item Total: \$0.00

**Allocations (1)**  
Allocation Codes Remove All

Delete	Project String	PS Budget code	GL Account	GL Budget code	Percent	Amount
X	COVID2019.Virus.OthExp - Other Expenses - FEMA 2019	U	Enter GL account		100.0000	\$0.00
<b>Totals:</b>						<b>\$0.00</b>

### Contracts

When entering a contract, **COVID19\_Virus** will be in the Description field.

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

**Contract Entry [City of Tulsa]**

Contract \* [Field] +1  
 Method \* [Field]  
 Line Items \* [Field]  
 Customer \* [Field] ...  
 Vendor \* [Field] ...  
 Address [Field] ...

To Be Rolled  
 Hold Payments  
 Require PO for Payment

Original  
 Change

**MAIN** RETAINAGE ACCOUNTS ITEMS CHARGE AMOUNTS DISCOUNTS SUBCONTRACTORS INSURANCE BONDS

Main Information

Dept/Loc \* [Field] ...  
 Bid/RFP [Field] [Field]  
 Requisition Year/Number [Field] / [Field]  
 Do not use this field [Field] ...  
**Description** [Field] [Field]  
 Year \* [Field] Period [Field]  
 Type \* [Field]  
 Subtype [Field]  
 Review code [Field]  
 Percent complete [Field] as of [Field]  
 Administrator [Field] ...  
 Workflow [Field] Notification Percentage [Field]

In the accounts tab, enter the project string **COVID2019.Virus.OthExp** in the Project Account field. In the field labeled “T” it should default to an “E”. If it does not, enter “E” for Expense. Since there is not an associated general ledger account enter the org and object associated with the user department. Budget checking will occur on that account.

**Contract Entry [City of Tulsa]**

Contract \* [Field] +1  
 Method \* [Field]  
 Line Items \* [Field]  
 Customer \* [Field] ...  
 Vendor \* [Field] ...  
 Address [Field] ...

To Be Rolled  
 Hold Payments  
 Require PO for Payment

Original  
 Change Order

Reminder Alert [Field] Comments [Field] Release [Field] Output/Post [Field]

**MAIN** RETAINAGE **ACCOUNTS** ITEMS CHARGE AMOUNTS DISCOUNTS SUBCONTRACTORS INSURANCE BONDS

Line	Year	T	Project String	Org	Object	Project	Description	Available Amount	Amount	Expended
			[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]

### Invoices

# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

When entering an Invoice, modify the description field to **COVID19\_Virus**. In the accounts section, enter the project string **COVID2019.Virus.OthExp** in the Project Account field. Since there is not an associated general ledger account enter the org and object associated with the user department. Budget checking will occur on that account.

Invoice Entry [City of Tulsa | TRAIN | 05/21]

🎓
⚙️
❓
R

← Back
✓ Accept
✗ Cancel
🔍 Search
🔗 Access Detail
📄 Org Budget

**Invoice**

Year: 2019

PO: ... Receiving

Contract: ...

Vendor: 930 ... GH2 ARCHITECTS LLC 320 S BOSTON AVE STE 100

Address: 0 ... TULSA OK 74103

Terms: ...

Invoice #: 1 Description: FEMA2019 Flood

Gross: 1.00 Status: On Hold

Discount date: ... Disc basis: ... .00 Department: 12

Discount %: .000 Disc amt: ... .00 Work order: ...

Net amount: 1.00 Work order task: 0 ...

Payment method: EFT Allocation: 0 ...

Check/Wire: ... Requisition: ...

Invoice date: 05/03/2019 Liq method: ...

Received date: 05/15/2019 Line: ...

Due date: 05/28/2019 Comments: ...

Withholding (.00)

**ACCOUNTS** LINE ITEMS

Line	PA Type	Project Account	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order
1	E	FEMA2019 . Flood . OTHExp .	...	...	...	...	1.00	...	...	1	...



# How You Can Ensure the City is Reimbursed for COVID-19 Response

## City of Tulsa Finance Department

### Pick Tickets

Pick tickets cannot be modified in the same manner as the above examples. A General Note should be entered that states COVID19\_Virus. In the allocations field, enter the project string **COVID2019.Virus.OthExp** in the Project Account field. Since there is not an associated general ledger account enter the org and object associated with the user department. Budget checking will occur on that account.

The screenshot shows the 'Items' application interface. At the top, there is a navigation bar with 'Items' and several icons. Below the navigation bar, there are buttons for 'Back', 'Accept', 'Cancel', 'Search', 'Add', and 'Delete'. The main content area is titled 'Pick Ticket' and contains the following information:

Location: 105 2317 S Jackson  
Department: 33 Water and Sewer  
Order: 10867

Item: 57101010 STEEL TOED HIP BOOT - SIZE: 10 (LACROSSE 2400-9091)

Ordered	Shipped	Back Ordered	Canceled	PA Type	Project Account	Org	Obj	Project
1.00	0.00	0.00	0.00	E	FEMA2019 .Flood .OthExp			