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<br/>Purchase (if the Vendor requires a Purchase Order to supply what you need, we can<br/>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 expenes related to COVID-19

- Check the <u>COVID-19 Eligible Emergency Protective Measures Fact Sheet</u> 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 increse 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 <u>caroljones@cityoftulsa.org</u>
- If you have a quesiton about **eligibilty** of a purchase, contact Dianne Bileck, TAEMA Grants & Finance Coordinator, <u>dbileck@tulsacounty.org</u> or (918) 596-9897

## **Quick Links to the Following Pages**

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

#### **Questions:**

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

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.

1	Project	Maste	er [City	of Tul	sa]													
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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 <u>except payroll</u>. This project does not have an associated default general ledger account.

\$	Project	Expens	se Strir	ng [Ci	ty of Tu	lsa]										
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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.

1	Project Exp	ense Inqu	iry [Cit	ty of <sup>·</sup>	Tulsa]										
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## City of Tulsa Finance Department

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

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## 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.
- In the allocations section, enter the project string <u>COVID2019.Virus.OthExp</u> 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.

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Excla     Accept     Central     Statement       Card number     Statement ID     Statement ID       Card number     Statement ID     560188K       Transaction     Statement Code     560188K       Transaction     Statement Code     560188K       Card hubber     Statement Code     560188K       Transaction     Statement Code     560188K       Transaction     Statement Code     560188K       Card hubber for statement Code     MCC code       Charge description     CBANACTR IC     MCC code       Charge description     Statement Code     560188K       Transaction code     MCC code     560188K       Card data for for state description     MCC code     560188K       Commodity code     MCC code     5509       Contrast of the biology code     5509     5509       Contrati     5500000000000000000000000000000000000	
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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.

Allocation code	81130 53 IT CIO Admin	
Contract	Uontract	
PO year/number/line		PO Liquidation
Work Order		
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Last Change

The Status was changed from New to Pre-Released by Jeanne Kowalenko.

#### ALLOCATIONS

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E	COVID2019 .Virus	.OthExp .		1201811	 537101	 -	 Cost alloc other serv	2.000	0.24	٦U	U
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E	COVID2019 .Virus	.OthExp .	<b></b>	7301811	 537101		 Cost alloc other serv	2.000	0.25	۹U	

#### **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.

City of Tulsa Finance Department

1	Requis	sitions											ə 🕕
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No n	quisition i	terms exist.											

In the allocations field, enter the project string <u>COVID2019.Virus.OthExp</u> 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.

🔆 Requisitions		0 🗊
+         X         Diametric	Agch	
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X E BTM1008-Head OBDp10Ber Eppends - FDM1208	u Beter consciouit.	100.000 \$50.00 Totalit: 100.000 \$0.00

#### **Contracts**

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

City of Tulsa Finance Department

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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.

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## **Invoices**

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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.

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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

**<u>COVID2019.Virus.OthExp</u>** 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.

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