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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller

DATE: August 12, 2020

SUBJECT: COVID-19 Expenditures and Reimbursement

This memo conveys fiscal year end deadlines and procedures for COVID-19 related expenditures and requests for reimbursement from the Coronavirus Relief Fund (CRF). There are limited funds made available to state agencies, so it is important to get reimbursement requests in as soon as possible. All COVID-19 related invoices should be processed as soon as possible.

Requests for reimbursement of **ALL** BFY 2020 COVID-19 related expenditures processed through STAARS must be submitted for reimbursement from the CRF by September 15. If you expect the amount of the request to **exceed \$2.5 million** then you must make your request before August 28 to comply with the 14-day notice requirement in Section 9(b)(3) of the Act 2020-199.

If you have purchases/invoices that have not been processed in STAARS by the deadline, hold those invoices until October 1st at which time you will need to **immediately** process the payment document to pay the vendor, request the budget revision, and process the JVA all using BFY 2021 and the related expenditure object codes. These payments will be processed as **“Federal CRF Reallotted Funds”** and should be noted as such in the payment document description field. These payments need to be processed promptly in order to be included in the report to the Federal Government. Please ensure that these invoices meet the eligibility requirements for being reimbursed with CRF funds. If the invoice does not meet the requirements for CRF reimbursement, then the vendor must go through the Board of Adjustment to request payment.

Invoices which are expected to be paid as “Federal CRF Reallotted Funds” must **not** be included on year end APJV1 documents. Expenditures coded to the 13th accounting period will not be reimbursed from the CRF.

Invoices paid as “Federal CRF Reallotted Funds” should not be included with other payment requests. JVA reimbursements for these invoices should state “Federal CRF Reallotted Funds” in the document description.

Requests for reimbursements for salary and/or leave expenditures must be submitted promptly after the September payrolls. The deadline for the September 16 payroll reimbursement is September 18. Note: Only a few agencies have salaries that can be reimbursed. FMLA+ and EPSL leave can be reimbursed by all agencies.

Questions concerning reimbursement from the Coronavirus Relief Fund should be directed to comptroller--sharedservices@comptroller.alabama.gov.