Dear colleagues:

The university is taking proactive steps to help campus units who are impacted by unanticipated business expenses attributable to COVID-19 (coronavirus). A preliminary budget has been established, along with a central set of accounts to cover costs for various impacts associated with prevention, business continuity, limited or modified operations, etc.

For units that may be incurring costs related to the state of emergency, please track all costs by using project code: COVID-19. If expenses are already on your ledgers, process an expense transfer to add the COVID-19 code for tracking purposes.

To submit a request for funding from campus one-time resources to address these emergency needs, work through your division financial leadership to complete the UCI COVID-19 Funding Request Form (form available as DocuSign*, pdf, or excel) and submit to the Budget Office at: budgetoffice@uci.edu.

If you need immediate assistance, please copy the Chancellor's Executive Policy Group at CEPG-Center@uci.edu.

All requests will be reviewed within 24 hours by the Budget Office and Chief Financial Officer in the context of the following principles:

- Expense is clearly related to COVID-19 impacts and is necessary to:
  - support the health and safety of our campus population,
  - to comply with CDC guidance to prevent the spread of the disease,
  - and/or to comply with UC/UCI decisions/policies; and
- Expense is related to university business

For requests that are less clear or exceed the existing budget, recommendations will be made to the Interim Provost for a final decision.

Once approved, expenditures will be tracked in a central account for all non-payroll expenses, but will be initiated by each unit using standard KFS purchasing and reimbursement processes. For payroll costs that are approved, an allocation will be made to the unit, and all expenses will need to be tracked in a designated account with the project code: COVID-19.

For questions about this process, contact Katherine Gallardo (klgallar@uci.edu, 949-824-7676) or your unit's assigned portfolio manager in the Budget Office.

For questions about the latest updates associated with COVID-19, and the impact on university operations, be sure to check UCI's dedicated website.

Sincerely,

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration

Katherine Gallardo
Interim Assistant Vice Chancellor
Budget Office

* In our current environment with many employees working remotely, the DocuSign version of the request form is strongly recommended. It will route automatically, but signers may need to check e-mail clutter or junk settings to make sure you are receiving forms needing signature. Click here for info on UCI's DocuSign enterprise account.