



Peter Franchot
Comptroller

Sandra L. Zinck, CPA
Director
General Accounting Division

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Dear Agency & University CFOs,

Governor Larry Hogan announced a series of major actions to protect public health and safety and limit the spread of the COVID-19 pandemic in Maryland on 3/12/2020. Elevated Level 2 response includes mandatory telework across state agencies. As a result of the telework requirement, **effective immediately** we are modifying our vendor payment processes. The purpose of this email is to explain the modified processes.

We recognize that vendor and employee payments are mission critical and we are committed to meeting the needs of the State and the agencies we support.

In this communication, you will find (1) a PowerPoint document explaining our approach, (2) a full-scale Visio document explaining roles, decision-making points, and (3) the form your agency will need to request a working fund advance should you determine the need.

During the activation of **Elevated Level 2 and beyond (Level 2+)**, the following plan would address the state agencies ability to process and make *critical payments*:

- **TIER 1** - State Agencies would utilize current *CPC cards* to capacity.
- **TIER 2** - *CPC Emergency Release Cards (ERC)* would then be an alternative, as granted by the Office of the Governor
- **TIER 3** – For interfacing FMIS payment files and large transactions, agencies would operate within the *current FMIS payment process* with GAD.
- **TIER 4** - State Agencies would utilize internal *Working Fund* accounts to make critical payments within threshold guidelines.

What should you do now?

- 1) Review the PowerPoint Slides
- 2) Review the Visio flowchart
- 3) Review your pending invoices to be paid file and assess which invoices are critical. For those that are critical, determine what tier option best suits the payment to be processed and execute accordingly
- 4) Send questions you may have regarding this document to either szinck@marylandtaxes.gov or ckratzen@marylandtaxes.gov

We recognize this has been a fluid process and we appreciate your support and patience as we navigate through these unprecedented times.