



## **GAD PAYMENT PROCESSING – 2020 COVID-19 PANDEMIC FAQ RELEASE 3/16/20**

### **Q1. What are critical payments?**

**A:** Critical payments are defined by the agency and agency CFO.

### **Q2. My agency will need to continue to send in hard copy transmittals via USPS and/or courier. Is the Comptroller GAD group open and accepting mail and courier service?**

**A:** Yes, the Comptroller's office is still receiving USPS mail and courier services.

### **Q3. I am unable to send my transmittals via courier or USPS Mail, how can I electronically send you my transmittals?**

**A:** GAD has developed a short-term, flexible solution to receive electronic transmittals from agencies. See detailed procedures in [GAD Electronic Transmittal Submissions \(TIER3-ETS\)](#).

### **Q4. How can I print the FMIS Transmittal Cover Sheet remotely? FMIS Transmittal Cover Sheets are currently set to print to a batch printer at my office?**

**A:** To ease and provide flexibility due to system printing limitations, GAD will accept electronic formats as described in [GAD Electronic Transmittal Submissions \(TIER3-ETS\)](#).

### **Q5. When I submit for reimbursement for my COVID-19 Working Funds (TIER 4), are there any special instructions?**

**A:** Yes, when you submit for reimbursement/replenishment of your temporary COVID-19 Working Funds, please follow these specific guidelines:

- Please batch requests for reimbursements for invoices related to COVID-19 Working Fund advances separately from normal working fund transactions.
- Ensure the electronic pdf is named appropriately as "COVID-19 Invoices only" on the DAFR 211R cover sheet.