# Office of Administration and Finance

Department of Financial Affairs

**TO:** Institution Accounting Staff

**FROM:** USM Debt Management

**DATE:** March 12, 2020

**RE:** Telework Capital Payments Process

In the event the State and/ or the System Office implements telework protocols, the following procedures should be followed for bond funded or capital project payments:

1. **Equipment Loan Program**: we will still be administering this program remotely. Continue to send any equipment loan requests to snorris@usmd.edu and mcyang@usmd.edu. As a reminder, requests for funding through this program must be for capitalizable tangible or intangible personal property. Keep in mind that invoice processing could be an issue if GAD is working remotely.
2. **Revenue Bond Projects**: we have been in contact with the trustee and confirmed that they will still be processing payments as usual; therefore, we will still be processing all revenue bond funded project payments. All payment requests, including all supporting documentation, should be provided via email to mcyang@usmd.edu or iyeh@usmd.edu.
3. **MCCBL Projects**: As long as the State is in normal operations, MCCBL transactions will be processed by the System Office. When the State is working remotely, payments will not be processed. If there are critical payments that must be made, institutions will need to pay for these with working fund, or any other means available. If this should become necessary, prior to making any payments, the institution should submit all support to the System Office so that we can record the payment in our records and ensure that all expenses are within budget. Any out of pocket payments made by institutions will be reimbursed once normal operations resume. Note that all reimbursement requests must be made within 18 months of the payment. (Note: Reimbursements for ADA projects are not allowed under Access Maryland).

We will keep you informed as circumstances change.