



STATE OF MARYLAND
REQUEST FOR WORKING FUND ADVANCE FORM

SECTION I (Required)

PLEASE TYPE OR PRINT CLEARLY

2. Agency Contact

Linda Rothfus

4. Email

limiller@umbc.edu

6. Date Temporary Advance Needed

March 13, 2020

8. Bank Account Name and Number

BOA Account: 0020 0921 7951

10. Expected Repayment Date

December 31, 2020

11. Date (s) and Amount(s) of Working Fund Reimbursement Transmittal(s) Submitted within Last 30 Days

1. Agency ID and Name

R41 UMBC

3. Contact Phone # (include area code)

410-455-3288

5. Mail Code (10 digits + 3)

M526002036 037

7. Appropriation Number and Fund

B3100 Fund 0040

9. Temporary Advance Amount Requested

\$ 1,500,000

NOTE: WORKING FUND REIMBURSEMENT REQUESTS MUST HAVE BEEN MADE WITHIN LAST 30 DAYS TO BE CONSIDERED FOR ADDITIONAL ADVANCES

SECTION II (Required)

12. Select Type of Advance Needed [ ] Travel (Complete Section III) [x] Payroll (Complete Section IV) [x] Other (Complete Section V)

NOTE: LOANS, PRE-PAID EXPENSES, OR IF THE PAYMENT CAN BE MADE USING THE TRANSMITTAL PROCESS MAY NOT BE PROCESSED THROUGH WORKING FUNDS (APM 3.12)

SECTION III - Travel

13. Travel Advance requests must be accompanied by the following document(s):

[ ] Supporting Detailed Schedule identifying recipient of funds, travel dates, purpose of travel and amount required.

[ ] For team travel, include athletic schedule from school website validating travel dates.

NOTE: THE AGENCY HAS COMPLIED WITH DBM STANDARD TRAVEL REGULATIONS RELATED TO THIS TRAVEL ADVANCE REQUEST: (AGENCY FISCAL OFFICER INITIALS) APM 3.12

SECTION IV - Payroll

14. Payroll Advance requests must be accompanied by the following document:

[x] Supporting Detailed Schedule identifying Name of Employee, Payroll dates covered and Amount

NOTE: REQUEST MUST BE AN EMERGENCY, MUST REPRESENT NO MORE THAN 60% OF GROSS PAY FOR THE PAY PERIOD THEN ENDING AND MUST BE FOR AN ACTIVE EMPLOYEE (APM 3.12)

THE AGENCY HAS COMPLIED WITH DBM AND CPB REGULATIONS RELATED TO THIS PAYROLL ADVANCE REQUEST: (AGENCY FISCAL OFFICER INITIALS) APM 3.12

SECTION V - Other

15. Other Advance requests must be accompanied by the following document(s):

[x] Supporting Detailed Schedule [ ] Contract (if applicable)

SECTION VI

I confirm that the above information is true and correct. If my agency is a batch agency, I attest that I have requested funds and have been denied an advance from my umbrella agency (copy of denial email must be attached). I acknowledge it is my agency's responsibility to repay the advance on its due date.

16. Agency Fiscal Office Signature (Required):

Handwritten signature of Gayle Chapman, Asst. Controller

Date Requested :

3/13/20

Send completed form and documentation to: State of Maryland, Comptroller of Maryland, General Accounting Division, Room 204, P.O. Box 746, Annapolis, Maryland 21404-0746 or fax the form to 410-974-2309. If you have any questions, contact the General Accounting Division at 410-260-7350 or toll free at 888-784-0144.

Administrative Services Use Only:

Date Received: Requested Received By: Date advance issued: Temporary Advances Amount Pending Repayment and Due Date

Schedule for Working Fund Advance (UMBC)

|   | Working Fund Increase Categories: | Amount             | Notes:   |
|---|-----------------------------------|--------------------|--|
| Section IV.   | Payroll Advances                  | \$350,000          | Estimate covers amounts over several payrolls for hourly workers in the event that there is a payroll disruption and CPB needs to use UMBC's emergency file.   |
| Section V.  | Emergency Provisions for Students | \$325,000          | Address food and shelter provisions for stranded students.   |
| Section V.  | Other Priority Expenses           | \$825,000          | UMBC will prioritize for these expenses as circumstances arise and determine that are mission critical, including but not limited to utilities, maintenance, and sanitation and other services for the reopening of the institution. |
|   | Expiration date December 31, 2020 | <b>\$1,500,000</b> | Additional   |
| <p>At the time of this request, UMBC does not have possession of the Emergency Response Card. When it becomes available, the process will be to use the Emergency Response Card first, before using Working Fund.</p> |                                   |                    |  |
|   |                                   |                    |  |