



SACRAMENTO
STATE

Business Matters @ Sac State

**TOPIC: UPDATED - REMINDER COVID-19 Expense Tracking –
Class code 2973A & Program Code 2973**

DATE: March 18, 2020 (**UPDATED March 30, 2020**)

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Gina Curry, Associate Vice President for Financial Services

It has become critical for the campus to track the expenses related to the University's response to the COVID-19 virus.

Starting **IMMEDIATELY**, please add the following class code (**2973A**) to **ALL** expenses identified as related to the cancellation of activities and/or purchases related to emergency preparedness for the virus. These expenses might include, but are not limited to: travel cancellation, hospitality cancellation, emergency purchase of laptops, purchase of cleaning supplies, etc. *Payroll and/or staffing expenses are not to be included and will be tracked separately.*

Please use program code 2973 for any expense chartstring with an existing class code. For example, please use the program code on All-University Expenses (AUE), CCE funds, Lottery Funds, and/or Reimbursed Activities expenses.

Examples: If you are using a chartstring that normally has a class code, like a reimbursed activity class code, then you would add a program code. The program code for COVID-19 tracking is 2973. Program codes are not a normal occurrence, so your chartstring would look like this: 606001-MDR01-xxxxx-2973-0xxxA. The xxxxx is your department ID, the 0xxxA is your reimbursed activity class code and this example is for in-state travel.

Now, for expenses that do not normally have a class code, you would use the COVID-19 class code of 2973A. The chartstring would look like this: 606001-MDS01-xxxxx-2973A. The program code is not used at all.

We recognize that there have already been expenses incurred. Please initiate an expenditure transfer as soon as possible for any expenses related to the virus response.

Information is changing daily. Please stay tuned to updates via the Business Partners Round Table (BPRT) listserv, such as other BM@SS notifications. Additionally, Financial Services departments are available if you have questions. Please be aware that some departments are receiving a high volume of calls and emails, so responses may be delayed.

Thank you for your cooperation. Please forward this information to anyone not be on this listserv that would need this information.

Contact Information:

If you have any questions or concerns about this notice, please contact Gina Curry, curryg@csus.edu.