



From Financial Services: Business Matters @ Sac State

COVID-19 Expense Tracking – Class code 2973A

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.

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 or x87461.

This official Sacramento State email was sent to .

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