



MEMORANDUM

TO: Agency Directors & WOLFS users

FROM: Mark Gordon, Governor &
Kristi Racines, Auditor

DATE: March 26, 2020

SUBJECT: Expenditures related to COVID-19

Effective immediately, agencies are required to “flag” all state, federal or special revenue expenditures related to COVID-19. For these expenses, an agency should utilize the “**reporting code**” field located in the detail accounting section of all financial accounting documents. A reporting code of “COVID” has already been established and should be utilized.

The “COVID” reporting code should be included on ALL payments related to COVID-19: PRCs (including PCard), GAXs and IETs. If applicable, this code can be used to track COVID-19 related payroll expenditures as well.

If you have already processed COVID-19 related expenditures, please complete a GEM to add the COVID reporting code to the transaction. It is imperative the State of Wyoming be able to account these expenses in order to receive maximum COVID-19 related federal funding.

If you have questions or need assistance related to the use of the COVID-19 reporting code, please contact the WOLFS help desk at 777-5258 or SAOWOLFShelpdesk@wyo.gov.