

COVID-19 PAYMENT GUIDELINES

Wyoming State Auditor's Office

March 24, 2020

The State of Wyoming has modified various office procedures during the COVID-19 epidemic, primarily relaxing telework requirements. Many state employees are now working remotely. The Wyoming State Auditor's Office hereby provides the following guidance to agencies related to payment processes during this emergency situation.

Document: Agencies will have to modify processes during this emergency and we recommend you document all changes. We suggest typing up a simple document describing the changes and why. We recommend your agency director or CFO sign the document. Keep this document on file!

Supporting Documentation: While invoice scans and hand-written approvals are best, agencies may establish standard wording to be placed on the document header in the "Extended Document Description" within WOLFS. *Example:* "Due to relaxed telework requirements during the COVID-19 epidemic, supporting documentation is not attached but on file in the office." The document should then be processed as normal with the electronic approvals in WOLFS. *As always, please make sure you are not attaching invoices in WOLFS that contain personal or confidential information.*

Approvals: You still need to have appropriate levels of approval in place authorizing the payment of invoices. Email approval may be used during this emergency situation. If the computer the staff is working on has the ability to print to PDF – the approval email can be printed to PDF and attached in WOLFS. If it cannot be printed to PDF, you can make a note in the "Document Description/Extended Document Description" that approval was obtained through email dated XX/XX/XX. Be sure to keep all email approvals on file.

Tracking: It will be important to keep a list of all payment documents approved during this emergency. We recommend you start a tracking spreadsheet, like a Google Sheet, that can be used and accessed by staff working remotely. At a minimum, we recommend the tracking sheet contain: 1) WOLFS payment document ID#; 2) vendor; 3) payment amount; 4) vendor invoice number; and 5) who approved the payment and the approval method.

Workflow: We recommend your agency check to ensure appropriate workflow is set-up in WOLFS. It is still important that all documents obtain agency approval before going final or before moving on to another control agency for approval.

Please contact CAFR with questions about approval and documentation processes.

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