

# OFBE (Office of Finance, Budget, and Economics)

## COVID-19 Business Operations Processes

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Processes adjustments, reminders, and new information is as follows during **COVID-19** response. Please be patient as we adjust to our new working environment, rotate folks for critical operations, and ensure that we're all safe. The internal response to COVID is:

1. Prevent any new infections of DNR employees from CoVid-19
2. Slow the spread of CoVid-19 in the DNR community.
3. Ensure DNR continuity of operations

### EMAILS - OFBE:

<b>Accounts Payable</b> , email: <a href="mailto:accountspayable@dnr.wa.gov">accountspayable@dnr.wa.gov</a>	(DNR RE Accounts Payable)
<b>Accounts Receivable</b> , email: <a href="mailto:accountsreceivable@dnr.wa.gov">accountsreceivable@dnr.wa.gov</a>	(DNR RE Accounts Receivable)
<b>Budget &amp; Economics</b> , email: <a href="mailto:OBE@dnr.wa.gov">OBE@dnr.wa.gov</a>	(DNR RE OBE)
<b>Policy Internal</b> , email: <a href="mailto:dnrreofbeinternalpolicy@dnr.wa.gov">dnrreofbeinternalpolicy@dnr.wa.gov</a>	(DNR RE OFBE Internal Policy)
<b>Payroll</b> , email: <a href="mailto:payroll@dnr.wa.gov">payroll@dnr.wa.gov</a>	(DNR RE Payroll)
<b>Procurement of goods</b> , email: <a href="mailto:fmdprocurement@dnr.wa.gov">fmdprocurement@dnr.wa.gov</a>	(DNR RE OFBE Procurement)
<b>Procurement of services</b> , email: <a href="mailto:servicescontracts@dnr.wa.gov">servicescontracts@dnr.wa.gov</a>	(DNR RE OFBE Contracts)
<b>Risk</b> , email: <a href="mailto:charles.malone@dnr.wa.gov">charles.malone@dnr.wa.gov</a>	(Charles Malone)

The information within is display in alphabetical order by functional area.

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### ACCOUNTS PAYABLE:

**Accounts Payable**, email: [accountspayable@dnr.wa.gov](mailto:accountspayable@dnr.wa.gov) (DNR RE Accounts Payable).

### DIVISIONS:

Please continue to submit invoices to accounts payable in the NRB, there will be essential staff in the office, on rotating shifts.

If you can acquire "wet signatures" and submit your invoices with the IPR ([Invoice Payment Request Form](#)) in the conventional manner, that is great (i.e. paper).

If you need to submit invoices "electronically" please send them to [accountspayable@dnr.wa.gov](mailto:accountspayable@dnr.wa.gov) (DNR RE Accounts Payable) with one email containing the email approval from the approving official with both the invoice and IPR attached. The email will be considered the official signature.

### REGIONS:

We recommend you use the same process as outlined above, with the modifications (i.e. region specific email box) necessary to meet your individual needs.

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### ACCOUNTS RECEIVABLE:

**Accounts Receivable**, email: [accountsreceivable@dnr.wa.gov](mailto:accountsreceivable@dnr.wa.gov) (DNR RE Accounts Receivable).

The Office of the State Treasurer has granted agencies an exception to the requirement to deposit funds daily. This exception allows agency personnel to temporarily hold and safe keep receipts and only process a deposits once every two weeks. A copy of this letter has been forwarded to each region Fiscal Office.

### OLYMPIA:

- Will have essential staff in the office on rotating shifts and will be processing our deposit at least once a week.
- Please continue to submit your request to [accountsreceivable@dnr.wa.gov](mailto:accountsreceivable@dnr.wa.gov) (DNR RE Accounts Receivable)

### REGIONS:

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- Please process your deposits on a schedule that adheres to the requirements in the Treasurer's letter dated 3/18/2020 that has been forwarded to each of your fiscal offices.

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### **BUDGET:**

**Budget & Economics**, email: [OBE@dnr.wa.gov](mailto:OBE@dnr.wa.gov) (DNR RE OBE)

All budget processes remain unchanged.

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### **GRANTS:**

#### **REIMBURSEMENTS:**

Grant reimbursements to our federal entities via electronic means have been approved. However, there is no change in the process due to this decision. All other aspects of the process that affect staff outside of OFBE and the Grant Manager submitting the reimbursement requests remain unchanged.

#### **APPLICATION, AWARDS, AND MODIFICATIONS:**

**Electronic approval** of our federal grants is underway. **Stay tuned.**

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### **MAIL – USPS (US Postal Service):**

#### **DIVISIONS:**

CMS (Consolidated Mail Services) will deliver and pickup mail on Wednesdays and Fridays, starting 3/20/2020. On the days they don't deliver, CMS will be holding all mail, at their facility. When they do deliver and pick up on those two days, it will go through the normal process.

### **MAIL – Other delivery services (UPS and FedEx):**

**DIVISIONS:** NRB delivery services (UPS and FedEx) have access key cards and can deliver the packages where they need to deliver to as normal. If there is no reception coverage, UPS and FedEx will be default deliver to OFBE.

If there are other delivery services that do not have access via a key card, they can refer to the signage in the rotunda.

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### **PAYROLL:**

**Payroll**, email: [payroll@dnr.wa.gov](mailto:payroll@dnr.wa.gov) (DNR RE Payroll).

Coding of time related to **INTERNAL response to COVID-19**, charge to **PROJECT CODE: ROW**

- ANY Program Index (PI), except the 86 series (Fund 411), will work in conjunction with Project Code (PROJ) ROW.
- For Fund 411 expenditures (86 PI series), use the following PIs for both the PI and the Project Code (PROJ) – NOT ROW:
  - PI 86C = COVID-19 PI **85C** - PROJ **085C**
  - PI 86F = COVID-19 PI **85F** - PROJ **085F**
  - PI 86K = COVID-19 PI **85K** - PROJ **085K**
  - PI 86X = COVID-19 PI **85X** - PROJ **085X**

#### **TARS – if you normally complete a TAR:**

- If possible, log into SharePoint and submit an eTAR. When you hit submit on the eTAR that is your electronic signature.
- If you do not have access to the SharePoint eTAR, fill out the correct tab of the [2020 Excel eTAR](#), forward that information to your supervisor or appointing authority for approval.
  - The supervisor or appointing authority will reply to the employee – approved.

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- The employee will forward the approval and the [2020 Excel eTAR](#) to their respective OFBE or REGION payroll contact.
- No further action or documentation is needed.

#### **TARS – if you normally DO NOT complete a TAR:**

Fill out the correct tab of the [2020 Excel eTAR](#), forward that information to your supervisor or appointing authority for approval.

- The supervisor or appointing authority will reply to the employee – approved.
- The employee will forward the approval and the [2020 Excel eTAR](#) to their respective OFBE or REGION payroll contact.
- No further action or documentation is needed.

#### **LEAVE SLIPS:**

Fill out the correct tab of the [Absence Request 2020](#), forward that information to your supervisor or appointing authority for approval.

- The supervisor or appointing authority will reply to the employee – approved.
- The employee will forward the approval and the [Absence Request 2020](#) to their respective OFBE or REGION payroll contact.
- No further action or documentation is needed.

#### **NEW EMPLOYEE/SEPARATION:**

Please email [Cheryl.gillard@dnr.wa.gov](mailto:Cheryl.gillard@dnr.wa.gov) and she can send the payroll forms or start the separation process via email.

#### **FORMS:**

If you do not have access to SharePoint, please contact [payroll@dnr.wa.gov](mailto:payroll@dnr.wa.gov) (DNR RE Payroll) to obtain a copy of any of the forms.

#### **OFBE PAYROLL CONTACTS:**

Aquatics Division (AQD)	Cheryl Gillard <a href="mailto:CHERYL.GILLARD@dnr.wa.gov">CHERYL.GILLARD@dnr.wa.gov</a>
Cons/Rec/Trans Division (CRTD)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Engineering & General Services Division (EGSD)	Cheryl Gillard <a href="mailto:CHERYL.GILLARD@dnr.wa.gov">CHERYL.GILLARD@dnr.wa.gov</a>
Executive Management Division (EMD)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Forest Practices Division (FPD)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Forest Resources Division (FRD)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Human Resources Division (HRD)	Demry McCoy <a href="mailto:Demry.McCoy@dnr.wa.gov">Demry.McCoy@dnr.wa.gov</a>
Information Technology Division (ITD)	Cheryl Gillard <a href="mailto:CHERYL.GILLARD@dnr.wa.gov">CHERYL.GILLARD@dnr.wa.gov</a>
Law Enforcement Office (LEO)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Office of Finance, Budget, and Economics (OFBE)	Demry McCoy <a href="mailto:Demry.McCoy@dnr.wa.gov">Demry.McCoy@dnr.wa.gov</a>
Product Sales & Leasing Division (PSLD)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Safety Program Office (SPO)	Judy Harmon <a href="mailto:JUDY.HARMON@dnr.wa.gov">JUDY.HARMON@dnr.wa.gov</a>
Washington Geological Survey (WGS)	Demry McCoy <a href="mailto:Demry.McCoy@dnr.wa.gov">Demry.McCoy@dnr.wa.gov</a>
Wildfire Division (WD)	Demry McCoy <a href="mailto:Demry.McCoy@dnr.wa.gov">Demry.McCoy@dnr.wa.gov</a>

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**REGION PAYROLL CONTACTS:**

NE Region (NE)	DNR RE NE Payroll <a href="mailto:dnrrenepayroll@dnr.wa.gov">dnrrenepayroll@dnr.wa.gov</a>
NW Region (NW)	DNR RE NW Payroll <a href="mailto:dnrnwpayroll@dnr.wa.gov">dnrnwpayroll@dnr.wa.gov</a>
Olympic Region (OLY)	DNR RE OLY Payroll_HR <a href="mailto:PAYHR@dnr.wa.gov">PAYHR@dnr.wa.gov</a>
PC Region (PC)	DNR RE PC Accounting <a href="mailto:pcaccounting@dnr.wa.gov">pcaccounting@dnr.wa.gov</a>
SE Region (SE)	DNR DL SE Payroll (this is a distribution list not an email box)
SPS Region (SPS)	DNR RE SPS Payroll <a href="mailto:spspayroll@dnr.wa.gov">spspayroll@dnr.wa.gov</a>

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**POLICY - INTERNAL:**

**Internal Policy** inquiries, email: [dnrreofbeinternalpolicy@dnr.wa.gov](mailto:dnrreofbeinternalpolicy@dnr.wa.gov) (DNR RE OFBE Internal Policy).

**Electronic approval** policy documents are not accepted at this time. Please contact the policy email above if you would like to discuss options.

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**PROCUREMENT of GOODS and SERVICES:**

**Procurement of goods**, email: [fmdprocurement@dnr.wa.gov](mailto:fmdprocurement@dnr.wa.gov) (DNR RE OFBE Procurement).

**Procurement of services**, email: [servicescontracts@dnr.wa.gov](mailto:servicescontracts@dnr.wa.gov) (DNR RE OFBE Contracts).

Effective immediately, procurements of goods/services directly related to the state's response to the novel coronavirus (also known as COVID-19) are [excepted from competitive solicitation requirements](#), **through April 4, 2020**. Agencies making coronavirus-related purchases must prepare a log of their expenditures and report to Department of Enterprise Services (DES). OFBE-CPU (Contracts & Procurement Unit) will be responding to all reporting requirements to DES.

Information on products and services that agencies may find useful can be found on the DES [webpage](#), including information on vendors for janitorial services and master contracts for supplies like hand sanitizer and disinfectant wipes.

Procurement of goods/services related to **INTERNAL response to COVID-19**, charge to **PROJECT CODE: ROW**

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  - PI 86K = COVID-19 PI **85K** - PROJ **085K**
  - PI 86X = COVID-19 PI **85X** - PROJ **085X**

**DIRECT BUY LIMIT:**

Effective March 16, 20220, the **DIRECT BUY LIMIT** has been **increased to \$30k per transaction**. Check out the [DES-125-03 – Direct Buy Procurements/Purchases](#) and [Frequently Asked Questions](#). Contact either the goods or services email with questions. Please note that a services contracts still needs to be executed for any procurement of services compliant with the Procurement of Goods and Services Law ([RCW 39.26](#)).

**PROCUREMENT of GOODS:**

**Procurement of goods**, email: [fmdprocurement@dnr.wa.gov](mailto:fmdprocurement@dnr.wa.gov) (DNR RE OFBE Procurement).

For more information about procurement of goods, please visit our [Procurement SharePoint site](#).

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If regions/divisions are in need of additional goods (besides the previously supplied kits by Fire Cache), please feel free to purchase locally or contact the email box above for assistance. Also see more information below titled Fire Cache.

If questions arise while we are teleworking related to the procurement of goods, including but not limited to the following, please contact the email address above for assistance:

- Purchasing of **goods** inquires
- Requests for **PO numbers**
- Requests for **PO creation**
- **Exemption** questions
- **Process** adjustments

### **PROCUREMENT of SERVICES:**

**Procurement of services**, email: [servicescontracts@dnr.wa.gov](mailto:servicescontracts@dnr.wa.gov) (DNR RE OFBE Contracts).

For more information about procurement of services, please visit our [Contracts SharePoint site](#).

If additional janitorial or other services are needed, please amend currently executed contracts to allow for additional services, and/or enter into new agreements utilizing the generic OFBE CPU services contract located on our [Contracts SharePoint site](#), under Guidance and templates, and linked below:

- [DNR ServicesContract Template 11.15.19](#)
- [DNR ServicesContract Template Amendment 11.15.19](#)

If questions arise while we are teleworking related to the procurement of services, including but not limited to the following, please contact the email address above for assistance:

- Purchasing of **services** inquires
- Requests for **contract review**
- Requests for **contract numbers**

### **ELECTRONIC SIGNATURE of CONTRACTS and PURCHASE ORDERS:**

See the RMT adopted emergency procedure for electronic signatures at the following link:

[https://www.dnr.wa.gov/publications/em\\_covid2020\\_emergencyprocedure\\_electronic\\_signatures.docx?v5b9q](https://www.dnr.wa.gov/publications/em_covid2020_emergencyprocedure_electronic_signatures.docx?v5b9q)

### **ELECTRONIC PROCESSING of CONTRACT COVER sheets **DRAFT UNDER CONSTRUCTION:****

To assist with documents that currently require deputy signature, please get all approvals within your region/division as you deem necessary.

If you need assistance with the processing of documents and use of the required Executive Management contract cover sheet, please contact the appropriate deputy or their assistant.

### **FIRE CACHE KITS:**

OFBE CPU (Contracts & Procurement Unit) has been coordinating with the Fire Cache and our Safety Office regarding sanitation and infectious control supplies. The previously distributed kits by the Fire Cache are currently low. The Fire Cache will be prioritizing distribution of those kits the week of March 23<sup>rd</sup>. If you would like to discuss this effort, please coordinate with your Appointing Authority. Moving forward, the Fire Cache will no longer be placing orders for such supplies. A list of supplies that were include in those kits is:

- x1 Box - Large Nitrile Glove
- x1 Box - X Large Nitrile Glove
- x2 Boxes - Antiseptic Hand Wipes
- x2 Containers - Hard Surface Wipes
- x24 (8oz.) - Hand Sanitizers
- x24 (4oz.) - Hand Sanitizers

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- x12 Boxes - Facial Tissues

### DES SURPLUS:

Surplus operations retail store closed for safety precautions.

In an effort to prevent the spread of the COVID-19 virus, the Department of Enterprise Services Surplus Operations retail store is closed to the public until further notice.

[Priority customers](#) and customers wanting to preview or purchase auction items can visit the Tumwater warehouse by appointment only and in groups of five or less. To make an appointment to view items available to priority customers, or to preview or purchase an auction item, call (360) 407-2271 or email [surplus@des.wa.gov](mailto:surplus@des.wa.gov).

The [online auction](#) remains open. Bulk distribution, transportation and federal surplus services will also continue.

### GOODS/SERVICES for SANITATION:

There has been guidance and links provided in the OFBE updates related to sources available and exceptions for goods/services related to COVID-19 response. This information is also included on the OFBE CPU SharePoint site.

Useful links include:

- DES link to goods/services [EXCEPTIONS](#)
- DES link to goods/services [SUPPLIES/SERVICES](#)
- DNR [OFBE CPU SharePoint site](#)

**If sanitation supplies are needed**, feel free to purchase locally or from wherever you can get your hands on some. All of our suppliers are also out of items. However, we do have the ability to place orders for backordered items to be shipped once our suppliers have stock available.

If you are interested in partaking in an agency order, please work with your region/division procurement contact to send a coordinated list of items to OFBE CPU at: [fmdprocurement@dnr.wa.gov](mailto:fmdprocurement@dnr.wa.gov) (DNR RE OFBE Procurement).

- REGIONS: The supplies will be drop shipped to the location of your choice (i.e. region office and/or work centers).
- DIVISIONS: The supplies will be shipped to OFBE and will be placed in a location for pick-up.

OFBE CPU is not currently ordering sanitation supplies to be shipped to teleworking locations. Please consult your Appointing Authority if you have questions.

**If sanitation services are needed**, feel free to obtain services from current contractors, amend agreements or enter into new agreements. As usual, contract number requests and review shall be sent to [servicescontracts@dnr.wa.gov](mailto:servicescontracts@dnr.wa.gov) (DNR RE OFBE Contracts). We will respond as soon as time permits.

### GOODS/SERVICES for INFECTIOUS purposes:

**If infectious supplies/services are needed**, go through your chain of command for assistance. If the Appointing Authorities are in agreement, feel free to procure locally or reach out to the above links for assistance. Examples of infectious supplies are masks and biohazards bags.

Please remember to unplug, take breaks, take a recess, give yourself a time-out...whatever it takes...to care for the health and safety of you and your loved ones.

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### PURCHASE CARDS:

**Purchase Card** (PCard), email: [purchasecardprogram@dnr.wa.gov](mailto:purchasecardprogram@dnr.wa.gov) (DNR RE OFBE Purchase Cards).

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If questions arise while we are teleworking related to purchase cards, including but not limited to the following, please contact the email address above for assistance:

- General inquires, limit increases, training, user questions, fraud, etc.

### FORMS:

**ELECTRONIC PROCESSING via email response** of required **Account Request** and **Process for Paperwork Flow** forms will be accepted as follows:

- The signature block of the form must state: **see attached email approval authorization**, or similar language.
- The final version (word or PDF) of the form must be completed in full and sent to the Appointing Authority via email.
- The Appointing Authority will respond to the email stating their approval.
- The Authorized Administrator (or back-up) will forward the form and email approval to the purchase card email box for processing.

**ELECTRONIC PROCESSING via email response** of required **User Agreement** forms will be accepted as follows:

- The signature block of the person receiving the training and the date signed may be typed into the form.
- The signature block of the person conducting the training and date signed may be typed into the form.
- The final version (word or PDF) of the form must be completed in full and sent to the purchase card email box for processing.

### PAYMENT:

**ELECTRONIC PROCESSING** and processing of payments of **PCard Statements** is as follows:

### DIVISIONS:

If you are unable to follow the current process due to teleworking, please utilize the updated process to accommodate for COVID-19: [How do I Submit Purchase Cards for Payment via the NRB during COVID-19](#)

Long story short...

Authorized Administrator (or backup) will submit the purchase card [DNR Purchase Card Program Purchase Card Transaction Log NRB 10.16.19](#) in electronic format to [accountspayable@dnr.wa.gov](mailto:accountspayable@dnr.wa.gov) (DNR RE Accounts Payable) with the master statement and card statements.

If you need a purchase card transaction electronic log and/or a master statement and/or a card statement, please request from [purchasecardprogram@dnr.wa.gov](mailto:purchasecardprogram@dnr.wa.gov) (DNR RE OFBE Purchase Cards).

### REGIONS:

You may use the same process as outlined above, with the modifications (i.e. region specific email box) necessary to meet your individual needs.

### FRAUD LETTERS:

**ELECTRONIC PROCESSING** and processing of payments, [Agency Purchase Card Management Procedure PR04-102 \(steps 10-11\)](#) of our current process **IS BEING RESEARCHED** and will be added as soon as we receive information back from the issuing bank:

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**FRAUD:**

Fraud is an unauthorized third-party use of a Department One Card. Issuing Bank has a number of fraud strategy screens in place to protect the bank and DNR from vulnerability.

<b>Action By:</b>	<b>Action:</b>
All Users	1. Report suspected fraud to Authorized Administrator.
Authorized Administrator	2. Report suspected fraud to Agency Program Administrator.
Agency Program Administrator	3. Report suspected fraud to Issuing Bank.
Issuing Bank	4. Indicate suspected fraud on Master Working List. 5. Close card account and request replacement from Issuing Bank.
Authorized Administrator	6. Submit partially completed Issuing Bank Fraud Case Letter (case letter) to Authorized Administrator at Managing Account billing address in approximately 10-14 days. 7. Review Issuing Bank partially completed case letter for accuracy. 8. Ensure that the remainder of the case letter paperwork is completed correctly. 9. Inform Appointing Authority of fraud.
Designated Card User or Card Custodian	10. Staff person in possession of card during the transaction date listed within case letter, transaction report section, shall sign as Primary Cardholder Signature.
Authorized Administrator	11. Sign case letter as the Secondary Cardholder Signature. Note: If the Authorized Administrator is also the Card Custodian, Secondary Card Signature must be either the Approving Official or the Appointing Authority. 12. Mail original case letter to Issuing Bank. 13. Email case letter to Agency Program Administrator. 14. Ensure adequate documentation is included with the payment of Card Statement that reflects the fraud charge. Do not pay fraud charge.

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**RISK:**

Risk, email: [charles.malone@dnr.wa.gov](mailto:charles.malone@dnr.wa.gov) (Charles Malone)

All risk processes remain unchanged.