



Joshua Johnson <joshua.johnson2019@doane.edu>

Tracking COVID Costs, Expenses & Losses

Office of Finance & Administration <financialaffairsoffice@doane.edu>
Bcc: alldoaneemployees@doane.edu

Wed, Mar 18, 2020 at 4:18 PM

Dear Doane Community,

It is necessary for us to track all costs, expenses and losses related to COVID in the event we are able to receive some sort of financial recovery. We need your help.

Please mark ALL bills, credit card expenses, emails, and other financial transaction documents clearly as COVID related. This is only if you made a purchase or incurred an expense as a direct result of COVID or any policies, procedures or directives associated in response to COVID.

Some examples of costs incurred in response to COVID-19 may include:

- Pandemic planning expenses
- Increased screening of all visitors and guests
- Additional security and/or staffing
- Cancellation of events
- Production delays due to supply chain interruption
- Expenditures to move students out of dorms and convert college and university classes to online formats

Also, please document if you have cancelled any transaction, event, or registration that caused a loss, a refund or was granted a credit for future use because of changes in policy due to COVID. Facilities for example, is keeping documentation separately of events and purchases related to COVID which will be shared with our office.

All staff should look for an upcoming HR Newsletter update with instructions for using new payroll codes in Kronos to track COVID leave time.

COVID Documentation Summary:

- On bills you receive by mail, highlight and clearly mark the portions of the bill that can tie directly to COVID.
- On Credit Cards put COVID as the first 5 characters in the description, followed by the normal description.
- For any other financial entries put COVID as the first 5 characters.

If you have any questions or need clarification please email: businessoffice@doane.edu.

Thank you,

--

 **Ned Tucker | Controller**
Doane University 1014 Boswell Ave., Crete, NE 68333
main 402-826-8601