

Office of the State Controller

Alert # 187



TO: Controllers and Chief Fiscal Officers of State Departments
 and Higher Education Institutions and Boards

FROM: David J. McDermott, State Controller *David J. McDermott*

DATE: October 15, 2009

SUBJECT: ARRA – Correction Period
 ARRA-Related Travel Card Payments
 ARRA Website
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ARRA – Correction Period

The initial 1512 ARRA reporting occurred on October 10, 2009. In several cases it was necessary for the OSC to add or modify data in order to the files to validate and accept at FederalReporting.gov. FAST has provided each agency information regarding the modifications and additions to the data made by the OSC. **Do not modify CMS to make corrections for awards dates prior to October 1, 2009.** All corrections should be communicated through your FAST member. The deadline for submitting corrections is the close of business on Friday October 16, 2009. Earlier submission of your correcting information will help the Office of the State Controller and the Office of Information Technology ensure you data is correct on FederalReporting.gov.

ARRA-Related Travel Card Payments

ARRA-related payments on the Travel Card (USBank National Association) cannot exceed \$24,999.99 for any single payment. This requirement is necessary to ensure that the payment does not meet the \$25,000 level triggering additional discrete vendor reporting. Please contact your FAST member if you have any questions.

ARRA Website

As a reminder, the OSC's website has a section dedicated to providing ARRA implementation and reporting information and can be accessed as follows:

http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm

The site contains contact information in the various areas to assist with questions.

Travel Per Diem Changes Effective October 1, 2009

The travel section of the OSC's website has been updated to include the new per diems that are effective October 1, 2009. See:

http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_Travel.htm

Beginning with this Alert you will be advised of all per diem changes through an Alert referencing the OSC website.

Travel Turnaround Reports

Completed travel report turnaround forms are due to your FAST member by November 6, 2009 with the distribution of total in-state, total out-of-state, and total out-of-country expenses for state employees by the source of funds and total vehicle miles driven broken out between in-state and out-of-state travel and two-wheel and four-wheel drive miles.

Agencies should run the travel turnaround report on Financial Data Warehouse. Detailed instructions on how to run and complete the report begin on page 311 of the Fiscal Procedures Manual (available at: http://www.colorado.gov/dpa/dfp/sco/FiscalProcedures/Cur/manual_cur.htm. See Chapter 5, section 2.)

If you have any questions after reading the instructions, please contact your FAST member. If you need access to the Financial Data Warehouse, please contact Karoline Clark at 303-866-3811 in Reporting & Analysis.

Procurement Card Misuse

Your Fiscal Year 2008-2009 "Misuse Reports" are due to the State Controller November 1st for any PCard violations that are recurring, significant, or in excess of \$500, in accordance with State Fiscal Rule 2-10. Suggested reporting templates are included at: <http://www.colorado.gov/dpa/dfp/sco/P-Card/P-Card.htm>.

Staff Changes

Jerri Dahl in Central Payroll has accepted another position. Please direct any prepayment, refund, batch or deceased employee questions previously handled by Jerri to the Central Payroll general email box: central.payroll@state.co.us. Yvonne Anderson in the Central Contracts Unit has also left the OSC. Please direct contract questions to Kevin Edwards at 303-866-3539 or Kevin.edwards@state.co.us. Good luck Jerri and Yvonne!