

From: UFS Communications
Sent: 24 March 2020 15:07
Subject: COVID-19 Finance Departmental Guidance issue 4
Attachments: COVID-19 Finance Dept Guidance Issue 4.pdf

Dear Colleagues,

Please find below the latest guidance and news. Key Contacts are asked to share with staff in their areas.

- Procurement - order placement considerations
- Clinical trials insurance for COVID-19 studies
- Payroll deadlines for UPS and weekly payrolls
- Update on central financial operations – Payroll, Shared Services and payment runs

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

In the meantime we thank you for your continued patience and support.

Issued by: [Karen Sheldon, Manager Finance Training](#)

COVID-19
FINANCE DEPARTMENTAL GUIDANCE –ISSUE 4
24 March 20

[Procurement - order placement considerations](#)

While the University is in Red Stage of COVID -19 we would like you to consider the following before placing a new purchase order:

- **Need** - Is the purchase necessary? Could this purchase wait or will it affect business critical activities.
- **Urgency** - Is the purchase urgent? Try to plan orders taking into consideration extended supplier lead times.
- **Where** - is the item coming from? if abroad refer to **Need** and **Where**, as these may have major impacts.
- **Delivery** - where will the item be delivered to? Are there alternative arrangements if your building is closed. If the item is coming from abroad ensure that the order is on DDP Inco-terms (Delivered, Duty, Paid)

- **Payment** - is there a requirement for payment in advance. Consider the University policy and try to mitigate payment in advance wherever possible, further guidance can be found at: <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-4-procurement-procedures/purchasing-cycle-6>

Clinical trials insurance for COVID-19 studies

Insurers have confirmed that any COVID-19 studies will be covered by the existing policy and these are being fast-tracked via the Clinical School Office and the Insurance Office. In the first instance please contact Carolyn Reid, Head of Research Governance Office in the Clinical School.

Payroll deadlines

- The last UPS run of the tax year closes at 5pm on Thursday and please be aware that there are early closure dates for the forthcoming weekly payroll due to staff training – refer to the [payroll website](#) for more information

Update on central Financial operations

- Payroll : the monthly Assistants, Stipends, Research, Stipends and CPS payrolls have all been processed and individuals will be paid on Thursday 26th as usual. The weekly payroll for TES workers and others will be processed today. Shared Services : the team is now remotely functioning, and yesterday saw them processing just under a 1000 invoices/claims. Inevitably it is taking staff a little longer than normal and we are therefore looking to supplement the team to assist . We are on a learning curve at the moment and therefore, we appreciate your patience and ask you to bear with us whilst we adjust.
- Accounts Payable: today, as usual, we are building the BACS payment run for suppliers and there will be another run on Thursday.

Sent to UFS Email Distribution Group and the UFS Key Contacts email Group

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