

From: UFS Communications
Sent: 20 March 2020 10:51
Subject: CUFS CommsCOVID-19 : Departmental Financial Guidance , Issue 2

*Key Contacts are asked to share with staff in their areas
An identical message will also be sent to Administrators – GB Departments; Administrators – Council
Institutions*

Dear Colleagues,

Please find below the latest guidance and information to help you as we all face the challenge of working remotely.

- [Account Payable](#) – payment runs , cheques and Shared Services
- [Expenses](#)– making a claim remotely
- [Procurement](#) – accessing University frameworks and preferred supplier support
- [Research Grants](#) – Research Office staff working remotely

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](#)

CORONAVIRUS/COVID-19 DEPARTMENTAL FINANCIAL GUIDANCE –ISSUE 2

Accounts Payable

Payment Runs

The BACS payment runs are scheduled to run as normal and should not be affected by remote working. There will be a cheque run next week as long as the Finance Division is able to obtain limited access to Greenwich House. If cheques are produced and these would normally be returned to the department, then this will still happen unless you advise us differently - please contact the Help Desk.

Shared Services

Shared Services have been updating departments on various changes to their processes while they work remotely, and there will be further emails on this. These changes will also shortly be summarised on their [site](#), and this will be updated as and when we make further changes.

Expenses

Although, travel and entertainment costs will decline over the forthcoming months it is recognised that individuals will still have outstanding claims to be made and may incur additional costs whilst working remotely.

To make a claim

- Please ensure that all new expenditure is authorised in advance (whether verbally or by email)
- If possible, use Departmental credit cards to make purchases, or personal credit cards to reduce out-of-pocket expenditure.
- Complete an online expense form, available from <https://www.finance.admin.cam.ac.uk/expense-forms>
- Attach an image of the supporting receipt(s) and forward electronically to your line manager/the budget holder, for authorisation (we accept that some forms may be physically unsigned in these instances).
- Line managers may authorise by email before forwarding on for processing.
- Approvers should be prepared to receive telephone calls from their accounts team asking them to confirm/verify in some instances.

Claimants who do not have access to a scanner for their receipts can upload a photo from their smart phone or consider downloading and using a free app such as Genius Scan - see <https://thegrizzlylabs.com/genius-scan>.

Procurement

Accessing University frameworks and preferred supplier support

The University has a number of competitively tendered frameworks in place for a range of services and goods available for use with its preferred suppliers. The latest edition of which can be found via <https://www.admin.cam.ac.uk/offices/purchasing/suppliers/>. The five tabs cover 52 suppliers offering services such as cleaning, hazardous waste collection and disposal, security and washroom services. In the event you need to access these frameworks, contact details for each contract are included in the file alongside any further detail you may need. The file was updated this week and will be reviewed on a weekly basis.

If you need assistance in contacting one of the preferred suppliers, the following will help: ► [Preferred Suppliers table \(pdf\)](#)

Research Grants

The Research Office premises are closed and staff who can are working remotely, therefore the level of service that they are able to provide during this period will be significantly reduced. Please refer to [Research Operations Office bulletin – Issue 241](#) for advice on prioritising, delegated authority and available research funders guidance.