

**DEPARTMENT OF FINANCE**

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M E M O R A N D U M

December 11, 2016

TO: Distribution

FROM: Karen Q. Hawkins, Chief Operating Officer

Department of Finance

SUBJECT: EOC Event Project Code Guidance to Track Expenses – for MC Resource Recovery Facility (RRF) Fire

A special project code has been created for use in tracking expenses directly related to the Resource Recovery Facility (RRF) fire that started the end of last week and which is not yet fully extinguished. Guidance is provided below for tracking both personnel costs and operating expenses related to this event.

**Departments Impacted:**

The following funds/departments/programs have been identified as being impacted by, and potentially incurring costs related to, the event and business interruption costs incurred as a result of the event.

* FRS, DEP (Solid Waste), DGS, DOT (incl Fleet), DPS, HHS, OEMHS, PIO, FIN

If your department incurs costs related to the event or related business interruption but is not listed above, please contact the following individuals to determine if additional actions are needed for your department to charge costs to the project code: Tim Hughes via email or at 240-777-8809, or Mauricio Delgado via email or at 240-777-8804.

**Timekeeping Guidance and Examples**

Time worked on activities directly related to this event must be charged to special project related codes set up for each department and employee. The project code should be available in MCtime for use on timecards by selection via dropdown box **after approx. 1:00am on Monday, December 12**. Employees working this event should refer to the timekeeping guidance and examples that have been posted on the MCtime website (under Resources/Events) via the following links:

* Link to timecard guidance: [Guidance for Recording Event Related Project/Task Codes](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Guidance_for_Recording_Event_Related_Project_Task_Codes_rev312014_.pdf)

*(http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Guidance\_for\_Recording\_Event\_Related\_Project\_Task\_Codes\_rev312014\_.pdf)*

* Link to Crosswalk for codes to use on timecard: [Crosswalk for MC RRF Fire 12-10-2016](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Current%20Events/Crosswalk_MC_RRF_FIRE_12-10-2016.xls)

*(accessed via http://www.montgomerycountymd.gov/mctime/resources.html*)

Please note:

* **The project code MUST NOT be entered directly into a timecard;** it must be selected via dropdown box in the Transfer Column of the timecard based on the instructions referred to above.

**Operating Expenses**

Operating expenses and purchases that are directly related to this event or business interruption costs must be charged to the designed PTAEO code. For the project portion of the PTAEO code, refer to the[Crosswalk for MC RRF Fire 12-10-2016](http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Current%20Events/Crosswalk_MC_RRF_FIRE_12-10-2016.xls) referred to above. For the award portion of the PTAEO, please use ‘Split’ for all operating expenditures, except for those where a P-Card is used. Additional information is provided below:

* If a requisition and a Purchase Order are needed to make the emergency purchases, the PO must be coded to the designated PTAEO.
* If making a purchase using an exempt Purchasing Category (exempt from the PO process), the direct invoice must be coded to the designated PTAEO.
* If the purchase is made using a P-card, the transaction must be re-allocated to the designated PTAEO. For questions about the award portion of the PTAEO, please contact Tim Hughes or Mauricio Delgado using the contact information provided above.

If you have any questions relating to using the PTAEO when re-allocating P-card changes, or to have P-card limits increased or MCC restrictions temporarily lifted, please contact the P-card administrator, Sanjay Jhangiani, via email or at 240-777-8851, or Laleh Shabani via email or at 240-777-8845.

If you have any questions relating to using the PTAEO when entering a direct invoice into Oracle, please call the Helpdesk at 240-777-2828 and ask for a ticket to be assigned to the ERP\_AP group.

**Distribution**

OEMHS EMG Group

Executive Branch Department/Office Directors

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