The University Controller’s Office Continuity of Operations in response to COVID-19

March 16, 2020

Good Afternoon,

In response to COVID-19, the University Controller’s Office (UCO) has activated our Continuity of Operations Plan. The current status of our operations is provided in the bullets below:

Controller’s, Payroll and Procurement Services offices will only be open for walk in traffic on Thursdays.

Paper Checks will be printed and mailed from the Controller’s Office on Thursdays
- Bi-weekly regular payroll checks, on demand payroll checks
- Student Checks
- Accounts Payable Payments
- Travel Reimbursements

Procurement Card (PCards)
- PCards will be available for pickup only on Thursdays in the Procurement Services office from 10 AM – 4 PM.
- The March 17 cardholder training is cancelled
- Training requirements are being modified to be fully conducted virtually
  - Roll Call attendance will be taken at beginning and end of training.
- SM / St. Pete Campus couriers will need move to Thursday pickup.

Central Receiving Operations
- Central Receiving will continue a normal operations schedule.
- Deliveries to departments will be attempted but if a department contact is not available to take possession, items will be stored in Central Receiving until contacted to make the delivery.

Student Cashier’s Office / Customer Service will continue a normal operations schedule.

Asset Tagging will cease due to expected unavailability of departmental personnel.

Due to the now remote nature of many of our operations, phones and voicemail will be predominantly unattended. Thus, we encourage you to use email to contact us using the various “contact lists” on USF UCO Website.

If additional adjustment to our operations are necessary, we will let you know.

Many thanks for your patience.

Jennifer Condon
Associate Vice President and Controller