

State of South Carolina 2016 Hurricane Matthew Guidance

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This document will provide the guidance to State agencies when processing transactions related to Hurricane Matthew.

Agencies should continuously monitor and collect costs related to Hurricane Matthew:

- All storm related expenditures incurred (FEMA reimbursable / FEMA Ineligible Expenditures) should be recorded to Internal Order number 98000009.
- All agencies should track employees' hours as they relate to the Hurricane Matthew to properly record the hours to the Internal Order. Those payroll expenses – **including Fringe**, should be moved to the Internal Order by recording journal entries after the payroll has posted.
- When issuing a Purchase Order, agencies must include the Internal Order number on the PO to ensure the hurricane related expenditures are captured.
- Upon receipt of approved federal funding, agencies should submit a SCEIS Help Desk Ticket with the completed template information for establishing their grant master data. The SCEIS team is assisting with the setup of Grant master data to ensure consistency. The name of the grant will be the same for all agencies with the exception of the first four characters which will show the Business Area.
- Agencies are to report grant(s) on their Schedule of Federal Financial Assistance
- A new fund has been created for the hurricane that should be used on all agency grants – Fund 55110002 – 2016 Hurricane Matthew. SCEIS will request for the fund to be validated for their agency upon establishment of grant master.
- Agencies will continue to monitor costs and record on ongoing basis additional costs.