DATE: June 26, 2020

TO: Agency CFOs

SUBJECT: FCD Memo FY20-007 – FY20 Goods/Services Invoice Certification

In light of COVID-19 concerns and teleworking policies, the Financial Control Division has decided to waive the FY20 certification stamp requirement set forth in Year-End Closing Instructions CDS 1.2.a. The Division will accept level-2 workflow approval in SHARE as CFO/Agency Head certification that goods and services were received by 6/30/2020 when fiscal year 20 funds are being used for payment.

This memorandum does not waive the requirement for goods and services to be received by 6/30/2020. If your agency has not received goods/services by June 30, you may not accrue these costs or use 2020 single year appropriations for payment as this will cause your books to be out of compliance with GAAP.

Please feel free to contact me directly if you have any questions.

[Signature]

6/26/2020