



To: UNM Fiscal Agents

From: Teresa Costantinidis, Senior Vice President for Finance and Administration
Ava Lovell, Senior Executive Officer, HSC Finance and Administration

Date: March 13, 2020

Subject: UNM Coronavirus (COVID-19) Fiscal Impact Tracking System

The Coronavirus (COVID-19) is already having a large impact on the UNM community and globally. It has become apparent that the University must track the negative fiscal impact of the virus on our operations and activities including lost revenues or unanticipated expenses incurred. Therefore, UNM Administration is implementing a tracking system for all UNM departments including the Branch campuses to enter the fiscal impact on their revenues and expenditures. This form gathers the information centrally and stores the information electronically. There is no need to print and forward the information. We ask that you start entering the information now. Below is the link to the form.

Main and Branch Campus Form Link:

<https://app.smartsheet.com/b/form/3f7ec02dec4b442590c7373afb6af056>

HSC Form Link: <https://app.smartsheet.com/b/form/1ff208ad051d4b988ade572ed875ae1e>

UNM Administration will be reviewing the information and reaching out to departments if additional information or clarification is needed. Please note that entering the information does not guarantee your department will receive a reimbursement or additional funding. If you have questions about the process or the form, please contact:

Nicole Dopson nicole14@unm.edu or Francisco Certain fcertain@unm.edu for:

- President's Organizations
- Academic Affairs and Student Affairs
- Branch Campuses

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