

**DATE:** March 19, 2020

**EFFECTIVE DATE:** March 23, 2020

**CONTACT:** Statewide Agency Audit Services (Audit Services) Team  
[ARPreaudit@ks.gov](mailto:ARPreaudit@ks.gov)

**APPROVAL:** Jocelyn Gunter (original signature on file)

**SUMMARY:** **State Agency Guidance for Essential Transactions  
During the Government Shut Down**

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On March 17, 2020, Governor Kelly announced that the Kansas Government will shut down, performing essential functions only, beginning March 23, 2020. As a result, the Statewide Agency Audit Services Team (Audit Services) is reduced and will be working remotely to approve transactions that are deemed essential by state agencies.

Essential transactions may include statutorily required payments such as, General State-Aid, Bond Principal and Interest, and other critical transactions which may include payments for:

- grants and assistance
- services essential to public health and welfare
- lease obligations
- utilities

Other essential transactions may include wires and deposit adjustments.

Processing questions or other inquiries should be emailed to [ARPreaudit@ks.gov](mailto:ARPreaudit@ks.gov). High-priority issues should be identified in the subject line of the email. **NOTE: Agencies should expect to experience longer than normal response and processing times.**

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