



Commonwealth of Kentucky  
FINANCE AND ADMINISTRATION CABINET  
**OFFICE OF THE CONTROLLER**

**Andy Beshear**  
Governor

**Holly M. Johnson**  
Secretary

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**Edgar C. Ross**  
Controller

TO: Wireless Coordinators for the State of KY  
FROM: Ed Ross, Controller  
Office of the Controller,  
Finance and Administration Cabinet  
DATE: March 19, 2020  
SUBJECT: NEW Wireless Devices ordered for COVID-19 Emergency

Anticipating expenditures related to the novel coronavirus (COVID-19), the Office of the Controller has established two methods of tracking related expenditures: Reimbursed or Unreimbursed. Further guidance regarding which method should be used can be found [here](#). It is the understanding that these purchases and charges will be temporary expenses.

In order to identify the new MIFI and wireless devices that are being ordered for your staff to temporarily work from home, the Office of the Controller asks you provide the following four things to [Marcia Adams](#):

- 1. Carrier
- 2. Device phone number
- 3. User Name
- 4. Account Profile

With AT&T, you can utilize the AGENCY USE Field by adding "COVID-19" for reporting purposes.

Wireless User		<a href="#">Change Information</a>
Name:	John Doe	
Wireless Number:	000-000-0000 ACTIVE	
Address:	702 Capitol Ave. Frankfort, KY 40601	
ACCOUNT PROF	XX000	
ILE:		
AGENCY USE:	COVID-19	

AT&T has advised our office that some devices will be delayed in distribution due to overdue foreign parts and deliveries.

If you have any questions, please contact:

[Marcia Adams](#), Office of the Controller  
502-564-7751

Thank you for your assistance in ensuring the Commonwealth has comprehensive and accurate statewide reporting on spending in response to COVID-19.