

Purchasing Card Emergency Response Guidelines

The Purchasing Card Emergency Response Program is intended to respond to emergencies that result in the partial or full closure of the university. Emergencies may include but are not limited to:

- Severe weather events
- Epidemics/Pandemics
- Facilities related emergencies: burst pipes, building floods, etc.
- Emergencies as otherwise declared by executive leadership

The following guidelines must be adhered to by departments purchasing under the Purchasing Card Emergency Response Program.

- Departments and purchasing card holders that wish to participate in the program must complete the “Purchasing Card Emergency Response Authorization Form” each fiscal year.
 - All form fields must be completed.
 - Forms must be signed by the requesting department head/chair, the requesting cardholder, and the PCard administrator.
 - Signed forms must be maintained for the full fiscal year.
- All purchases made as part of the Purchasing Card Emergency Response Program must have a “Purchasing Card Emergency Response Purchase Form” completed and attached to the transaction on the card holder’s PCard report.
 - The form is not required prior to purchase.
 - All fields must be complete and accurate.
 - The form must be signed by the cardholder and the department head/chair.
 - The form is not required for standard purchases made during the declared emergency, but any purchases that exceed the standard purchasing limits or do not adhere to the standard Purchasing Card Guidelines must have a completed form with sufficient justification for the purchase attached to the transaction on the PCard report.
- During a declared emergency, purchasing authority is inherent to the cardholder and the department head/chair.
 - The items listed in the “Prohibited Purchases” list in section 2.1 of the Pcard Guidelines remain restricted.
 - Exception requests are not required, but a “Purchasing Card Emergency Response Purchase Form” must be completed with sufficient justification for each emergency purchase.
 - Normal documentation must be maintained, including but not limited to:
 - Receipts
 - Vendor hold searches
 - TAQs
 - Contracts/agreements
 - Relevant email correspondence

- Non-PCard related approvals, such as contract, Risk Management, or TAQ approvals, must be obtained prior to purchase according to the responsible department's policies and guidelines.
- Upon declaration of an emergency, limits will be increased according to the approved Purchasing Card Emergency Response Authorization Forms and items typically restricted by the Pcard Guidelines will become temporarily allowable unless listed under the "Prohibited Purchases" list in section 2.1 of the Pcard Guidelines. Limits and restrictions will remain lifted until the university returns to normal operations.

Failure to adhere to these guidelines may result in the removal of the cardholder from the Emergency Response Program, suspension of the cardholder's purchasing card account, and/or revoked purchasing card privileges.