

Appendix 4

Emergency Purchasing of Goods, Materials, and Services

The primary method for the purchasing of goods and materials during a declared emergency or disaster is the use of Texas State issued procurement cards (P-cards) by an authorized P-cardholder. If the infrastructure for using credit cards, external to Texas State's IT infrastructure, is intact, Departments should first attempt to use their Texas State issued P-card to address their immediate emergency needs.

In addition, special "limited use" emergency P-cards, issued by the Purchasing Office to identified key stakeholders, may be used for emergency purchases which exceed the normal Texas State P-card spend limits and defaults set for cardholders. The special P-cards are issued to a select group of cardholders previously identified by Financial Services as supporting an essential or critical need area during a university declared emergency and authorized by President's Cabinet or the university's Emergency Management Team. The special P-cards have spending controls and defaults established by Financial Services to enable use for many purchases that are ordinarily blocked, or not allowed by the university's P-card policies and procedures. These P-cards should enable the cardholder to make purchases to better address their area's emergency needs.

All other purchases during the university declared emergency period are handled by the central administration's Emergency Management Procurement Team (EMPT). The EMPT is comprised of select Purchasing personnel and others with knowledge and background of how to quickly and efficiently make purchases to support the university's emergency operations and recovery. A department should contact Director of Purchasing, or a named successor.