



Emergency Purchasing Guidelines

Events related to a **deemed or declared emergency** occurring on the KSU campus may require the immediate or urgent purchase of goods or services. The following is guidance to respond to an emergency, which will preserve or protect health, welfare, or safety caused by extreme weather conditions, epidemics, riots, equipment failure, or fire loss.

1. An attempt should be made to use existing State, Board of Regents, or KSU **contracted** vendors to obtain competitive pricing and terms. A current list of vendors is available on the [Procurement website](#).

Non-contracted vendors may be used to address the immediate requirements of an emergency. Verbal quotes should be documented if a written quote is not possible to complete emergency documentation following the event.

2. A **P-Card** may be used to purchase goods and services up to the cardholder limit without prior approval. Limits will be increased for pre-determined cardholders by unit to the following:

- Emergency Spend Limits:
 - Cycle & Single Transaction Limits: \$25,000
 - Cycle & Single Transaction Limits: \$50,000
 - Cycle & Single Transaction Limits: \$100,000
- If a higher limit is required, notify the Division Executive for further assistance during non-business hours or contact the P-Card team during business hours.
- P-Card purchases = or > \$25,000 must be submitted within 72 hours to pcard@kennesaw.edu for submission to the Georgia Department of Administrative Services (DOAS).
 - Documentation should include a clear description of the item(s) purchased. The quotes invoice should include quantity and price.

3. A **Purchase Order (PO)** is an option for contracted or non-contracted vendors in the event of an emergency.

- Purchases < \$25,000: Contracted vendors should be used to the extent possible. If a contracted vendor is not available, it is best practice to attempt to contact multiple suppliers, if time permits. The requisition must be submitted within five business days after the emergency is addressed. Notes should be entered in the requisition that it was an emergency PO.
- Purchases = or > \$25,000: The College/University Procurement Officer must authorize the purchase. Initial contact will be made through the Division Executive.
 - The CUPO will place the order with the vendor using a verbal or “unauthorized” PO with the completed PO to follow within ten business days. The requisition must be submitted within five business days after the emergency is remediated. Notes should be entered in the requisition that it was an emergency PO.