Frequently Asked Questions – Emergency Purchases via Purchasing Card (P-Card)

1. What is an emergency?
   • An emergency condition is a situation which creates an immediate threat to public health, welfare, or safety. Emergency conditions may be the result of extreme weather conditions, epidemics, riots, equipment failures, or official declared emergencies (such as a State of Emergency). An emergency can also include medical or severe transportation issues involving students travelling with the University. Emergency purchases differ from the normal processes because of the urgency of the situation. Poor planning or the pending expiration of funds would not be a valid reason for an emergency purchase.

2. Can the University Purchasing Card (P-Card) be used to make an emergency purchase?
   • Yes, the purchasing card can be used to make an emergency purchase. Additional information, such as increasing your P-Card transaction limits, can be found in the following questions.

3. My Department / College needs to make a purchase, but the single transaction limit and/or cycle limit is not enough to cover the purchase. What are my next steps?
   • During emergency conditions, the Department of Administrative Services’ (DOAS) prior approval is not required to raise a cardholder’s limits. However, within 72 hours of the purchase, the University’s P-Card Administrator (pcard@kennesaw.edu) needs to be notified. Please make sure to include the Special Approval Request Form as well as any invoices or receipts. If a purchase is to cover hotel or motel accommodations, please include the number of people covered by the purchase as well as whether they are University employees or not.

4. If I submit a Special Approval Request Form after the emergency purchase, what action may be taken?
   • The Department of Administrative Services, State Purchasing Division reviews the form(s) submitted by the P-Card Administrator and any supporting documentation. The form will be reviewed along with supporting documentation and any additional information needed will be sent to the P-Card Administrator who may reach out to the cardholder for additional information.

5. What if the emergency purchase is for hotel or motel rooms for University employees, which normally would be prohibited?
   • Certain purchases may be allowable exceptions to the policy, as noted in Section IX, Subsection C of the current Statewide Purchasing Card Policy. The P-Card Administrator (pcard@kennesaw.edu) must be notified within 72 hours of the purchase. Urgency is not synonymous with emergency.