

## **Governor Declared Emergency Purchase Authorization Form**

Per the Office of State Procurement Handbook: Under extreme situations, when larger limits and controls are needed to meet emergency circumstances, an employee should seek approval from his agency's Purchasing Card Administrator to remove Merchant Category Codes and raise dollar limits to expedite purchases. Once the emergency situation has ended, all card limits are to be reset to their original controls.

Remember that all purchases, whether using the P-Card for payment or not, shall follow the purchasing rules and regulations as declared during an emergency declaration.

Higher purchasing delegations may be granted by the Director of State Purchasing, and will be granted on a case by case basis.

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Please list Cardholders who are authorized to make purchases on behalf of your agency in the event of a Governor Declared Emergency.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_