

**Job Aid: Emergency Procurement Process for orders >\$5,000 during System suspension period****Urgent/Emergency Procurement Process**

This aid provides information for the Urgent/Emergency Procurement Process for orders >\$5,000 that cannot be placed using a Pcard during the period in which KFS has been shut down and Workday is not yet live (11-1-2024 to 11-15-2024). This process is for true emergencies or urgent POs >\$5,000 that must be completed and placed during this system downtime.

1. The campus department staff person is to confirm that the request meets the definition of an emergency order fulfilling the one or several of the following criterion:
  - a. The PO is required to protect the health or safety of person(s) or animals(s)
  - b. The PO is required for the preservation or protection of property
  - c. The PO is required for the continuance of necessary University functions
  - d. The urgent procurement need that can be fully completed between 11/1 and 11/15

To reiterate, for purposes of the issuance of an urgent/emergency PO during this period, the PO must meet one of the above criterion, be a onetime purchase with an existing supplier, and one that can be completed and issued within the two-week window of systems being off-line. **The Urgent/Emergency PO process is not intended to start a Procurement that was not entered into KFS by the cutoff dates; be used for after-the-fact (unauthorized) procurements; or for purchases that can be initiated when Workday is live.**

2. Complete the [Emergency PO Request Form](#)
3. Route the completed Emergency PO Request Form to the Fiscal Officer for signature
4. When the PO Request Form is signed, submit the form along with the quotation and any other supporting documentation to [emergencyporequest@umd.edu](mailto:emergencyporequest@umd.edu)
5. The campus department staff person who submitted the Request will receive a confirmation email from the Procurement Tracking tool that it has been received. The campus department staff person will also receive an email when it is assigned to a member of the Procurement Team for processing.
6. A member of the Procurement Team will review the request and may contact the campus department to confirm the urgent/emergent nature of the need, to review next steps in handling/processing, or may recommend delaying the procurement until Workday is live, in case the procurement is deemed unrealistic for completion before 11-15-2024.
7. Following the review of the request, the Procurement Team member will proceed with ensuring the pricing, terms and conditions are all acceptable to UMD.
8. The order will be routed for Procurement approvals as required based on the dollar amount of the action.
9. When approved by Procurement, a Temporary PO will be issued to the supplier with instructions for invoicing. The campus department staff person associated with the order will be included in the correspondence with the supplier.
10. Retain a copy of the temporary PO and email sent to the supplier.
11. When Workday is live, create a Workday standard requisition referencing the emergency PO number and attach a copy of the emergency PO to the Workday requisition. In notes to vendor, include the following statement: This is the final PO for invoicing for temporary PO #XXXXXX issued 11-XX-2024.
12. The Workday requisition will route for approvals and if it is <\$25,000, will be dispatched according to the method in which the supplier receives purchase orders. You may be required to email the final PO to the vendor.
13. If the requisition is >\$25,000 follow step 11 and Procurement will issue the final order to the supplier. The campus department staff person will be required to process receipts for all orders >\$25,000 as the final step in the process.