

AOSD User Flash 307: Emergency Payments / P-Card Purchases

March 9, 2020

Emergency Payments

Due to the outbreak of the coronavirus (COVID-19), the Controller's Office expects an increase in emergency supplier payments. A declared emergency allows immediate procurement of commodities to safeguard the lives or property of the citizens or the property of the City or to maintain public health or welfare. It only allows certain procurements related to the actual emergency.

If the supplier does not have an existing Supplier ID, please refer to [Section 14.2.1 | Emergency Supplier Set Up](#) in the Citywide Accounting Policies & Procedures (<https://sfcontroller.org/aosd>). Departments must forward the supplier's IRS W-9 and proof of business tax registration to the Controller's Office within 72 hours of the initial setup request. Further, departments should still follow proper procurement procedures when possible, including the issuance of purchase orders.

All payments must include supporting documentation, including a copy of the invoice, before the voucher is submitted. Should the supplier require immediate payment, departments may work directly with the Controller's Cash Disbursement Team (con.disbursement@sfgov.org) to arrange same-day manual check printing.

Procurement Card (P-Card) Purchases

Emergency P-Cards do not replace the City's existing Emergency Purchasing Procedures, but supplement the procedures. If possible, resources should be filled through existing inventory or the standard procurement process. For minor emergency purchases under \$200, cardholders must follow the guidelines provided in [Section 4.8 | Employee Travel & Business Expenses](#). For purchases above \$200, the department should work directly with the Office of Contract Administration (and their respective Emergency Operations Center Section Chief, when applicable) to determine the most appropriate procurement method.

Although P-Cards have a default credit limit of \$1,000, departments may request an increased limit in the case of an emergency. To request an increase, the department's P-Card Coordinator should reach out to the Controller's P-Card Administrator and initiate a limit increase in the CON Forms Portal ([Section 5.4 | Form Automation](#)). Purchases from online retailers such as Amazon are prohibited unless granted an exception by the Controller's Office. Further, Departments may not create accounts with online retailers without prior approval from the Controller's Office and OCA. Should you have any questions or concerns about P-Card purchases or limits, please contact your fund accountant directly.