PURPOSE:

The purpose of this policy is to establish guidelines for emergency purchasing cards in the event a natural disaster (such as a hurricane) or a man made disaster strikes Citrus County.

An emergency is defined as any significant occurrence whether accidental natural or caused by man which results or may result in substantial injury or harm to the population or substantial damage to or the loss of property.

Any emergency purchases other than those under a declared "STATE OF LOCAL EMERGENCY" by the Board of County Commissioners shall be processed in accordance with the Administration Regulation 9.06 (latest revision), Emergency Purchases.

POLICY:

It is the policy of the Board of County Commissioners to establish guidelines in the event of a major hurricane or other natural disaster to help ensure that purchasing operations continue and emergency supplies and services are procured as quickly as possible.

PROCEDURE:

Emergency Purchasing Cards will be issued by the County Administrator or designee to designated individuals within Departments/Divisions that will be active in response/recovery to a natural disaster or in the event the Board of County Commissioners declares a "STATE OF LOCAL EMERGENCY".

The following limits have been established for the Emergency Purchasing Cards.

County Administrator	$75,000
Assistant County Administrator(s)	$50,000
Department/Office Directors/Assistant Department Directors	$30,000
Division Directors/Coordinators	$25,000
Other emergency personnel	$10,000

The Emergency Purchasing Cards will be kept secured until such time that an emergency situation is at hand. The County Administrator or designee will distribute the cards at the time it is deemed necessary, either in preparation of an emergency situation or a "STATE OF LOCAL EMERGENCY" is declared. When the emergency situation is under control and regular business activities can resume, the County Administrator or designee will collect all the Emergency Cards and secure them in the locked safe.

Food/Beverage purchases will be allowed on the Emergency Purchasing Cards in preparation for and in the event of a "STATE OF LOCAL EMERGENCY" upon approval of the County Administrator or designee. Staff shall use discretion when purchasing food/beverages in these situations. All receipts shall be signed by the County Administrator or designee, kept and attached to the card statement for verification of the purchase.

Receipts for all items or services purchased using the Emergency Purchasing Cards shall be obtained and submitted with the card statement along with an explanation of the purchase. The Department/Division/Office shall keep copies of this information for possible FEMA reimbursements if applicable.

Emergency P-Cards may be used during employee deployment to other locations for emergency management related mutual aid within the same parameters of a “STATE OF LOCAL EMERGENCY”.

FOOTNOTES & REFERENCES TO RELATED AR’s: Supersedes AR 9.05 dated October 9, 2001, AR 9.05-1 dated October 25, 2005, AR 10.03 Dated October 26, 2010 (LUB), AR 10.03-1 dated January 22, 2013, AR 10.03-2 dated October 14, 2014.