PROCUREMENT PROCESS FOR EMERGENCY TRANSACTIONS

School/office determines urgent need due to lack of funds or time, and requests PO exception

Does provider accept P-card? — Yes →

Is a P-card exception necessary? — Yes → School/office submits P-card exception request to PSD → **Is exception approved?** — Yes → School/office uses P-card for payment

Is a P-card exception necessary? — No → School/office uses P-card for payment → **End Procurement process**

Is exception approved? — No → School/office submits request for PO exception to PSD

Does provider accept P-card? — No → School/office submits request for PO exception to PSD

Is justification approved? — Yes → **Is there a contract?** — Yes → PSD issues a LNTP to service provider → When funds are available, school/office generates PR in Ariba → PSD issues a PO to service provider → **End Procurement process**

Is justification approved? — No → School/office does not allow services to begin without a duly issued PO → **End Procurement process until funds are available and school/office can generate a PR in Ariba**

Is there a contract? — No → School/office submits a sole/single source justification. PSD issues a LNTP to service provider (to be followed up with a PO for GGS <$114,500 and PS <$25,000; or a contract for GGS >$114,500 and PS >$25,000) → When funds are available, school/office generates PR in Ariba → PSD issues a PO or contract to service provider → PSD works with school/office to prepare Board item → **End Procurement process**

Rev. 12/12/24