

**PROCEDURES FOR  
THE PURCHASING CARD (P-Card) PROGRAM**

**II. Statewide Program Administration**

**E. Emergency Procedures**

The governing board of Group A and B agencies or the agency head or the designee of either may authorize the agency to designate certain cards to be moved to Emergency Status in the event of a disaster affecting that agency or a declared emergency. This approval should designate the maximum STL that can be assigned to such cards.

When a State of Emergency has been declared, or during a time of an Emergency affecting an agency such as a natural disaster (ice storm, forest fire, tornado etc.), the P-Card Administrator may move cards to Emergency Status. Group A agencies must obtain OCG approval before moving cards to Emergency Status. When there is an emergency, approved Bank of America P-Cards will be activated and allowed to access this emergency profile. When moving a card to emergency status, **agencies do not need advance approval of DPS to increase the STL when necessary to respond to the emergency. However, the agency shall notify DPS of those cards that have been assigned a single transaction limit in excess of \$10,000 for the purposes of responding to the emergency as soon as practical after doing so.**

Cardholders shall document every approval and purchase made for Emergency Status. Once the Emergency is over, cards moved to Emergency Status shall be returned to normal status.

