**Purpose**

Departmental recovery activities are not managed by a Project Manager, and often fall below purchasing thresholds for competitive bidding and use of Purchase Orders. The following guidelines have been developed to assist campus departments manage purchases of replacement items and to help ensure that all required documentation is retained.

**Purchase Guidelines**

* Follow university procurement guidelines for bidding, method of procurement, and documentation.
* Develop an inventory of destroyed or damaged items that includes:
	+ The name and number of the disaster
	+ The building name, number, and location of the items destroyed or damaged
	+ Room number of the items
	+ Whether the item is to be replaced
	+ Value of the property, at replacement cost
		- Documentation of method used to value replacement cost, such as printouts from websites.
		- Include additional costs, such as the disposal fees for chemicals used for research and experiments.
		- Include explanations for items that must be compatible with existing equipment (such as uninterrupted power supplies) which may increase the cost
* Replacement of items should be with like items. As an example, if a metal desk is destroyed the replacement should be a metal desk rather than a carved mahogany desk. Replacement with unlike items can be considered an improvement and the expense disallowed in close out reviews.
* If vendors are hired to conduct inventory, relocate property to storage or temporary facilities, or clean facilities, ensure that contracts, vouchers, and other documentation clearly identifies the hire date, the wage rate and any adjustments, the hours/days worked by the contractor, the location (building) where work was conducted, and a full description of the work completed.

**Payment Guidelines**

* Attach all invoice support to payment vouchers, including documentation of hours worked and work performed by vendors.
	+ FEMA does not allow cost plus agreements (cost to the vendor plus a profit percent)
* Ensure that all invoices are correctly dated.
* Attach a copy of the inventory of destroyed or damaged items.
* Ensure that all scanned documentation is legible when uploaded to the financial system.
* In the Voucher Comments, list:
	+ Disaster name and number
	+ Whether this is a like-kind replacement or an improved purchase