Emergency Procurement and Accounts Payable (AP) Payment Process, Revised 9/24/2021

Analysis	Procurement	AP Payment

Business offices accessible with internet access? — No → Purchasing and AP staff move to offsite location with computer, printer, phone, and internet access and notify campus of temporary location and phone numbers.

Yes ↓

Financial system operational? — No (to AP Payment)

Yes ↓

Purchasing staff available to create purchase orders in the system? — No →

1. AP and Purchasing notify campus to use P-Card when possible. Increase P-Card limit if needed.

2. Notify campus to complete and email an Emergency P.O. Request Form to purchasing_emergency@uh.edu. Purchasing will review, approve, and dispatch the form to the vendor.

3. Purchasing will enter the P.O. into the system when the system is available.

Yes ↓

AP staff available to approve vouchers in the system? — No → (to AP Payment)

Yes ↓

Financial Operations staff available to run AP check cycle? — No → (to AP Payment)

Yes ↓

Treasury staff able to issue payments from AP check cycle? — No →

Notify campus to email Emergency AP Payment Request form to ap@uh.edu. AP will approve it and forward it as a manual check request to Treasury. Accounts Payable will enter the voucher and record the payment in the system when it is available.

Yes → **End**