

EMERGENCY PURCHASE REQUEST PROCESS

The below guidance provides the procedure for processing end of fiscal year Emergency Purchase Requests, particularly as it relates to purchases accomplished through the use of the Government Purchase Card (GPC) after the GPC cutoff date.

Please be advised, an Emergency Purchase Request should **only** be submitted when the requiring activity's need for the requested supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured without permission to procure the item or service. A detailed justification is required for all such requests.

Proper acquisition planning is required for all purchases regardless of when procured. Therefore, justifications cannot be submitted on the basis of (1) a lack of advance planning by the requiring activity or (2) concerns related to the amount of funds available (e.g. funds will expire) to the activity for the acquisition of supplies or services.

Cardholders are encouraged to use every effort to discuss all ends of fiscal year requirements, and especially those that are emergencies, with the DHRA Agency Program Coordinator and Resource Management (RM) and to ensure compliance with cut-off dates, as applicable.

Steps to Submit an Emergency Purchase Request

1. GPC Cardholders should immediately notify the Agency Program Coordinator (APC), Andrea Clark via email (andrea.n.clark16.civ@mail.mil) of the Emergency Purchase Request.
2. The cardholder creates a Memorandum for the Record (MFR) which provides full details of the emergency purchase. The MFR must:
 - a. Identify what item/service is being purchased
 - b. State the amount of the purchase
 - c. Provide justification for making the purchase after the specified GPC cut-off date
 - d. Describe the outcome should the requested purchase not be made before the new fiscal year funding is available
 - e. Provide a statement that the purchase is not based on
 - i. a lack of advance planning by the requiring activity (i.e., the MFR must clearly explain how the component was not aware of the requirement earlier) or
 - ii. concerns related to the amount of funds available (e.g. funds will expire) to the activity for the acquisition of supplies or services
3. The MFR **must** be signed by both the cardholder and the Component Director, indicating attestation, acknowledgement and approval of the Emergency Purchase Request.

4. Cardholders must submit the MFR via email to the APC for verification and approval of the Emergency Purchase Request. The APC will email approval confirmation to the cardholder and then the cardholder can proceed with procuring the request.
5. Cardholders are required to provide the Resource Management (RM) team a copy of the MFR. **Please note: RM requires a MFR in order to ensure funds are available to pay for the transaction(s) should they post after the end of the fiscal year. Emergency Purchase requests that do not contain the MFR will not be processed.**
6. The respective RM POCs for GPC related matters are:

DCPAS: Scott Rogers (scott.a.rogers4.civ@mail.mil)

DMDC: Wilma Ordonez (wilma.p.ordonez.civ@mail.mil)

All Other Components: Emily Matias (emily.a.matias.civ@mail.mil) and Linda Jordan (linda.a.jordan2.civ@mail.mil)

Please direct any questions pertaining to this guidance to Ms. Andrea Clark at andrea.n.clark16.civ@mail.mil or 703-344-5511.