

# Procurement Services

- Urgent requisitions should be marked as Urgent within TechBuy.
- Requisitions being submitted due to COVID-19 should reference COVID-19 in the description field or in the cart name.
- PCard deviations for Emergency Preparedness supplies may be submitted after the fact.
- PCard expense reports should be sent via-intercampus mail to Payment Services, MSC 51008.
  - Please do not hand deliver. If you must drop-off, a basket has been placed in the lobby.

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- PCard expenses due to COVID-19 should reference COVID-19 in the description field when allocating the expense.
- Cancellations of travel and conferences/registrations should be tracked by the cardholder/fund manager. The traveler should make every effort to obtain a refund for all related costs. The cardholder/fund manager should ensure that any credits issued are being received or used for future travel.
- Travel Vouchers being submitted due to cancellations should state in the **Business Description** that the trip is canceled due to COVID-19.
- Swiftcard pickup will be coordinated with the department.