

Procedures for COVID-19 Related Expenditures

Purpose

To outline steps to purchase COVID-19 related expenses that would normally be purchased by authorized designees on behalf of the university. All related expenditures should be requested in Aggie Mart if possible. Expenditures that are required on procurement cards should follow the procedures below. All other expenditures should utilize departmental funds and normal purchasing protocols.

What's Needed

- Aggie Mart access
- University issued Procurement card
- Approved request for use of Procurement card

The Process

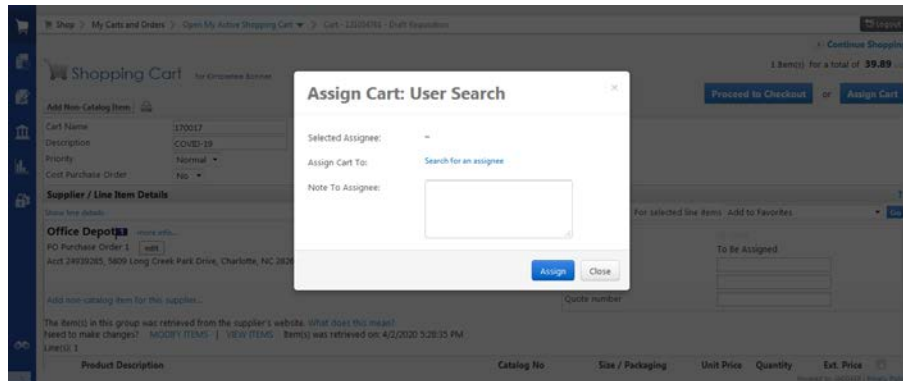
Aggie Mart Requisitions

1. Create all requisitions, check requests, and purchase order change requests per normal procedures.
2. Enter your department's fund in the **Cart Name**.
3. Enter **COVID-19** in the **Description** of the cart.
4. In the top right corner of your shopping cart, click **Assign Cart**.

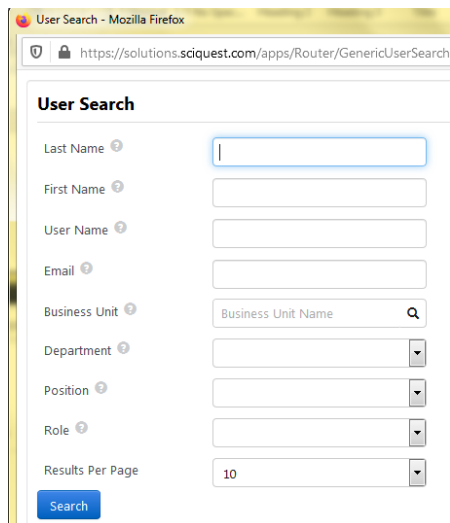
The screenshot displays the Aggie Mart Shopping Cart interface. At the top, the breadcrumb trail reads: Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 121054701 - Draft Requisition. The cart summary shows 1 item(s) for a total of \$39.89. The cart name is 170017, with a description of COVID-19 and a priority of Normal. The supplier is Office Depot, with contact information for PO Purchase Order 1. The interface includes fields for Contract, PO Number, Account Code, Pricing Code, and Quote number, all of which are currently empty. A table at the bottom shows the cart items with columns for Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
The item(s) in this group was retrieved from the supplier's website. What does this mean? Need to make changes? MODIFY ITEMS VIEW ITEMS - Item(s) was retrieved on: 4/2/2020 5:28:35 PM					

5. Click Search for an assignee.



6. Search to assign your shopping cart to one of the Budget Office team members.



7. Click [select] beside their name.

8. Provide any necessary comments in the Note to Assignee box.

9. Click Assign.
10. The Budget Office team member will assign the fund (index) number designated specifically for COVID-19 related expenditures.
11. The Budget Office will also provide departmental approval of the designated COVID-19 fund. *Requesting departmental approvers of the fund indicated in step 2 are required to comment “**Approved**” in the comments prior to continuing approval workflow in Aggie Mart.*



12. Receive the PO and submit any invoices per normal procedures.

Procurement Cards

1. Vice Chancellors, deans, and department heads are permitted to request COVID-19 related expenditures on an authorized university procurement card and reconciled to the designated COVID-19 fund.
2. Send a request to Lou Forrasi (lpforrasi@ncat.edu), identifying the purchase and indicating COVID-19 Purchase Request in the subject field.
3. Upon approval, the designated COVID-19 fund will be accessible for reconciliation.
4. Attached the approval notification to the reconciliation in Works.

For assistance, please email the Budget Office (budgetoffice@ncat.edu).