

FACT SHEET: Response

Disaster Cost Recovery



THE EMERGENCY: It may be challenging to respond to a major emergency or natural disaster while managing the administrative and financial aspects of the event. However, proper procurement methods, tracking purchases and accounting for all eligible expenses will enhance the university's ability to receive reimbursements from FEMA.

! NEED TO KNOW:

1. ACTIVATION:

- **Emergency Operations Plan (EOP)** is activated to coordinate response activities for a wide range of incident types and sizes.
- **Emergency Operations Center (EOC)** is the central point of coordination and information flow for preparation, response, and recovery to incidents at the university.

2. TRACKING PURCHASES:

- Budget and Planning Office
- Materials Management Office

“The University, in its sole discretion, shall determine whether an event constitutes an emergency, as informed by other governmental authorities at the local, state, or federal jurisdictions.”

✓ ACCEPTABLE EMERGENCY PROCUREMENT:

- Departmental use-code for emergencies purchases
- Competitive bid process for projects (\$10K - \$250K)
- Costs are reasonable and necessary.



⊘ UNACCEPTABLE EMERGENCY PROCUREMENT:

- Not coordinating purchases of goods and services with Material Management Dept.
- Non-compliant with federal, state, and local requirements for procurement



📱 MORE INFO:



ADDITIONAL RESOURCES:

- GOHSEP Documents: [Procurement Information](#)