

## STEP 1: EMERGENCY AUTHORIZATION



### Establish an email thread for the emergency event

**TO:** Nancy McIntyre, Mike Mitchell, Carole Cornelison,  
**CC:** Elena Mertus (CBO), Your Unit Director/Chief,  
Deborah White, Sagree Sharma, Patricia Sisti

**SUBJECT:** \*Emergency Request\* Event - Work Needed - Building - Campus  
Example: \*Emergency Request\* FLOODING - Plumbing repair - Cannon - Capitol Hill

Include a brief description of the emergency event, services needed, and, if known, potential vendors/materials and estimated costs.

## STEP 2: SUBMIT REQUISITION



### CREATE A COVER SHEET (use new template)

**Attach** the requisition with the correct cover sheet and supporting documents to the emergency email thread

Name as: vendor name-location-brief description-dollar amount.pdf

Example: *Arden-Pastore-DMV-Window-Clean-\$1000.00.pdf*

## STEP 3: CREATE INVOICE PACKET & APPROVE



### CREATE A COVER SHEET (use new template)

**Attach** invoice and other supporting materials and send to approver.

Name as: VENDOR NAME - INVOICE NO - PO # - DOLLAR AMOUNT.pdf

(example: *Arden-Invoice#124-PO#1256976-\$980.62.pdf*)

Based on the dollar thresholds established in May of 2020, e-approve invoices

## STEP 4: APPROVER SUBMITS INVOICES



Using the **same email thread** above, the approver will attach the invoice and any supporting documentation (pictures, receipts, emails, etc.) and submit for processing.

## STEP 1: EMERGENCY AUTHORIZATION



### Establish an email thread for the emergency event

**TO:** Nancy McIntyre, Mike Mitchell, Carole Cornelison,  
**CC:** **Linda Provazza (CBO)**, Elena Mertus (CBO),  
Your Unit Director/Chief, **Deborah White**,  
Sagree Sharma, Patricia Sisti

**SUBJECT:** \*Emergency Request\* COVID19 - Work Needed - Building - Campus  
Example: \*Emergency Request\* COVID19 - Deep Cleaning - State House - Capitol Hill

Include a brief description of the emergency event, services needed, and, if known, potential vendors/materials and estimated costs.

## STEP 2: SUBMIT REQUISITION



### CREATE A COVER SHEET (use new template)

**Attach** the requisition with the correct cover sheet and supporting documents to the emergency email thread

Name as: vendor name-location-brief description-dollar amount.pdf

Example: *Arden-Pastore-DMV-Window-Clean-\$1000.00.pdf*

## STEP 3: CREATE INVOICE PACKET & APPROVE



### CREATE A COVER SHEET (use new template)

**Attach** invoice and other supporting materials and send to approver.

Name as: VENDOR NAME - INVOICE NO - PO # - DOLLAR AMOUNT.pdf

(example: *Arden-Invoice#124-PO#1256976-\$980.62.pdf*)

Based on the dollar thresholds established in May of 2020, e-approve invoices

## STEP 4: APPROVER SUBMITS INVOICES



Using the **same email thread** above, the approver will attach the invoice and any supporting documentation (pictures, receipts, emails, etc.) and submit for processing.