



Emergency Designation Form

I. GUIDANCE

In the event the Governor declares a State of Emergency, cards may be changed to allow higher limits and allow the opening of certain MCC codes for essential employees that would be active during the emergency situation.

This should not apply to all cardholders. An emergency profile must be created in Works® and shall not exceed the following limits without prior approval from the Office of State Travel: a STL (single transaction limit) \$25,000 and a monthly credit limit of \$100,000. Travel and Restricted MCC Groups may be removed if determined to be necessary for group accommodations; however, the Cash MCC Prohibit Group must remain attached to the profile at all times, as the use of cash is never allowed, even during emergency situations.

Higher limits do not eliminate the need to follow emergency procurement rules, policies, procedures, mandates, and/or executive orders.

Once the emergency declaration has expired and/or when higher emergency limits are no longer necessary, the Agency Program Administrator will ensure that all cards are returned to their original profile.

II. EMERGENCY DESIGNEES

Please list Cardholders who are authorized to utilize the standard emergency profile and make purchases on behalf of your agency in the event of a Governor Declared Emergency.

Designated Employee(s)

DESIGNEE	FIRST NAME	LAST NAME	EMERGENCY MONTHLY CREDIT LIMIT REQUESTED	EMERGENCY SINGLE TXN LIMIT REQUESTED
1				
2				
3				
4				

III. AGENCY APPROVAL

Agency/Section Name:			
Department Head Signature:		DATE:	
Job Title:			

Click Button to Submit

