**King County P-Card Program Emergency Event Memo**

(**TEMPLATE)**



[*Department Letterhead*]

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| --- |
| [Month, Day, Year] |

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| To: | P-Card Team ([p-cardteam@kingcounty.gov](mailto:p-cardteam@kingcounty.gov)) |
| VIA: | [Approver/Manager] |
| From: | [Name, Director, Department] |
| CC: | [P-Card Coordinator, etc.] |
| Re: | Approval using Purchasing Card (P-Card) to make purchases in the event of an emergency |

This approval will allow the select employee/s, listed below, to use their P-Card to purchase items outside of normal scope of business due to an emergency or contingent situation. This is necessary in case there is not a state of emergency declaration. These items will require temporary removal of the pre-selected restrictions below, and an increase in card limits.

The employee will include all necessary paperwork with the expenditure and follow [**Department Name]** policies and guidelines on processing.

This authorization applies to the following individuals while they are employed within this Division. The employee/s that we are requesting to have this permission is/are [**cardholder name/s**].

Thank you for your assistance.

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| Pre-Selected restrictions |
| Hotel / Travel Services i.e. Expedia |
| Restaurants |
| Grocery stores |
| Hardware stores |
| Fuel/service stations |

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| Pre-selected Limit raises |
| $500,000 monthly |
| $100,000 single purchase limit |

Department/ Division Director Signature Date