

# ESF-7: Procurement Services

## PURPOSE

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ESF-7: Procurement Services coordinates the procurement of goods and services to support emergency operations including expedited procurement processes, emergency payments methods, coordination of common cross-department purchases, and coordination of incident expense tracking methodologies.

## CONCEPT OF OPERATIONS

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Coordinating Unit: Cornell University Procurement and Payment Services

Procurement and Payment Services has primary responsibility for procurement and payment related support services for the Cornell campus.

Campus units are expected to follow procurement processes and procedures when possible as outlined in Cornell University Policy 3.25 Procurement of Goods and Services. When units require procurement support they will work with ESF-7 representatives to identify the specifics of the support needs including but not limited to development of complete specifications for the goods or services to be procured and specific emergency payment support needs.

## ESF ACTIONS

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Procurement and Payment Services

- Facilitation of rapid sourcing and procurement of goods and services.
- Inventory of contract, preferred, and approved suppliers. Inventory includes details about the supplier, general information about products and services, how to place orders, and any existing pricing agreements.
- Facilitate payment methods to support purchases that exceed a department's normal short term purchasing authority or payment ability. Methods to support this include:
  - Emergency increase in procurement credit card (P-card) transaction limits
  - Rapid issuance of emergency purchase orders (e-POs)
  - Coordination of other payment methods through the Division of Financial Affairs
- Coordination of common cross-department purchases to maximize purchasing efficiencies and minimize waste and duplication of efforts.
- Coordination of recorded finance and procurement expense tracking. As needed, the ESF-7 designee will contact General Accounting in DFA to receive a project code. The emergency project code will be used by all ESFs to track their emergency related expenses.