

## COVID-19 Purchase Restrictions – April 1, 2020

In response to President Seymour's earlier communication, all purchases over \$10,000 that are **not** C&G funded are suspended effective immediately and until further notice. Requisitions and contracts already submitted for purchases over \$10k may be approved, but all requisitions and contracts submitted as of today will be subject to the new purchase limit.

This restriction is only for new purchases—ongoing payments and current contractual obligations will not be affected. Exemptions may be granted for essential items, e.g., distance learning and software renewals.

To apply for an exemption, departments must document why their purchase is essential and obtain **vice presidential approval**. Email approvals attached to the requisition or contract will be accepted. Purchases must also be approved by Joel Levenson, Assistant Vice President for Tax, Payables, and Procurement. Departments are encouraged to reach out to him in advance for approval.

All other procurement processes will continue as usual, with the added stipulation that non-C&G funded purchases over \$10k will require vice presidential and procurement approval.

Please contact Assistant Vice President for Tax, Payables, and Procurement Joel Levenson at [Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu) with any questions.

Thank you,

UCF Procurement Services

