

## Purchase Restriction Update – April 14, 2020

As previously communicated on April 1<sup>st</sup>, all new purchases over \$10,000 that are **not** C&G funded are suspended effective immediately and until further notice. Exemptions may be granted for essential purchases, which include goods and services associated with improving distance learning, educational software licenses, required compliance efforts, previously approved construction projects, and purchases for the health and well-being of the UCF community. The process for requesting an exemption has since been updated.

### Exemption Request Process

To apply for an exemption to the \$10k purchase restriction, departments must document why their purchase is essential and obtain approval from the **provost** for Academic Affairs units or the appropriate **vice president** for all other units following the procedures outlined below.

**Academic Affairs:** The Provost and Vice President for Academic Affairs will review all exemption requests for Academic Affairs, including Student Development and Enrollment Services, Information Technologies and Resources, Office of Research, and all colleges. The provost's approval is required before a requisition is submitted to UCF Procurement Services. Exceptions to the purchasing restriction may only be granted for purchases that are critical in supporting the university's core mission of education and research. A blanket exemption has already been approved by the provost for purchases from faculty startup funds and purchases using materials & supplies fees and equipment fees (fund 10066).

To request an exemption, complete the COVID-19 Purchasing Freeze Exception request form (available from the provost's office). The form must be reviewed and approved by your unit's dean, vice provost, or vice president, as applicable, and returned to the provost's office for approval. Please provide sufficient justification to support the critical and essential nature of the procurement. Return all requests to [aabpa@ucf.edu](mailto:aabpa@ucf.edu).

Requests for all known purchases through June 30, 2020 should be submitted by April 17, 2020 for review by Academic Affairs. Please reach out to Rebeca Richards at [rebeca.richards@ucf.edu](mailto:rebeca.richards@ucf.edu) with any questions. For urgent requests, email [rebeca.richards@ucf.edu](mailto:rebeca.richards@ucf.edu) directly.

**President's Office:** The Office of the President will review all exemption requests for its units. An exemption form has been developed and will be shared with the division. Please send all exemption requests to Heather Simeon at [heather.simeon@ucf.edu](mailto:heather.simeon@ucf.edu).

**All Other Units:** Exemptions must be approved by your unit's vice president. Email approvals will be accepted. Your division leadership will share any additional forms or requirements with your units—contact your division's budget manager for guidance. Please forward the vice president's approval and the reasoning for the exemption to Joel Levenson at [joel.levenson@ucf.edu](mailto:joel.levenson@ucf.edu) for additional approval.

Procurement Services will still review all approved purchases to ensure they follow the proper procurement process. To reiterate, an exemption is required for any new purchases or changes to existing purchase orders as of April 1, 2020 over \$10,000 with the exception of C&G-funded purchases. For questions about the exemption process, please contact [Rebeca Richards](mailto:rebeca.richards@ucf.edu) for Academic Affairs, [Heather Simeon](mailto:heather.simeon@ucf.edu) for the president's office, and [Joel Levenson](mailto:joel.levenson@ucf.edu) or your division budget manager for questions about all other units.

Please continue to check the [Division of Finance Coronavirus FAQ page](#) for updates.

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