

## Helpful links:

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State of Florida Purchasing Card:

<https://fs.fldfs.com/iwpapps/pchome.shtml>

Florida Accounting Information Resource (FLAIR):

<https://flair.dbf.state.fl.us/>

Department of Management Services:

[www.myfloridamarketplace.com](http://www.myfloridamarketplace.com)

Executive Orders:

<https://www.flgov.com/all-executive-orders/>

Division of Emergency Management:

<https://floridadisaster.org/dem/>

Florida Emergency Supplier Network:

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/florida\\_emergency\\_networks](https://www.dms.myflorida.com/business_operations/state_purchasing/florida_emergency_networks)



Please allow our team time to adequately review and process your request for information. We assure you that continuing service to the State of Florida is our top priority.

### Contact Information

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DFS Accounting and Auditing

Phone: 850-413-5510

E-mail: [Acct&Aud-AdminTeam@myfloridacfo.com](mailto:Acct&Aud-AdminTeam@myfloridacfo.com)

DFS Office of Information Technology

E-mail: [Help.Desk@myfloridacfo.com](mailto:Help.Desk@myfloridacfo.com)

EOG Office of Policy and Budget

Website: <https://www.flgov.com/opb/>

DMS MyFloridaMarketPlace

E-mail: [BuyerHelp@MyFloridaMarketPlace.com](mailto:BuyerHelp@MyFloridaMarketPlace.com)



## Accounting and Auditing Emergency Preparedness Information for State Agencies

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## Introduction:

Emergencies can be declared by the Governor by issuing an executive order. This order will define specific purchasing or travel laws have been suspended. Accounting and Auditing has created this pamphlet to provide agencies with helpful tips during an Emergency Situation.

## Things to know in advance of an emergency:

1. Executive orders issued by the Governor must be reviewed for detailed authorizations. Also refer to your Agency's emergency procedures.
2. All budget amendments must be approved by Office of Policy and Budget (OPB) before DFS can post a payment.
3. FLAIR is unavailable during non-FLAIR working hours, please refer to the FLAIR news screen for a listing of these hours.
4. Transactions will be declined once the corporate credit limit is met. Agencies should process as many outstanding PCard transactions as possible to have the highest available balance for the agency's corporate account credit limit and to prevent the limit from being met. Continue to process transactions timely during emergencies to ensure credit is available for the agency.
5. Agency PCard Administrators should adjust credit limits and restrictions of PCards for employees responding to the emergency, when possible. (Refer to the Emergency Card Procedures for additional guidance). Any questions regarding what types of purchases can be made via PCard should be addressed with the Agency PCard Administrator.
6. When selecting a Vendor confirm that they are on the vendor master file, have an active W9, are registered with MyFloridaMarketPlace and the Florida Emergency Supplier Network.
7. Each agency has a Wright Express Card (WEX) administrator who should be your point of contact for credit increases for fuel purchases.
8. For emergency purchasing recommendations contact the MyFloridaMarketPlace Customer Support Desk.

## Things to know during an emergency:

1. To schedule critical payments contact the Bureau of Auditing: Kim.Holland@myfloridacfo.com and Don.Hurst@myfloridacfo.com
2. An email will be sent to warrant delivery list.
3. Refer to your agency leadership for office closures.
4. All DMS rules will still apply for any Special Compensation leave.
5. There may be times when your agency's budget may need to go negative. This is permitted with documented budget amendment, Office of Policy and Budget and Accounting and Auditing Director approval.
6. An agency should issue unencumbered orders in MFMP when FLAIR is unavailable. This will require your agency to submit a paper W9 if the vendor does not have a valid W9 on file with DFS.
7. When unable to update a W9 email ElectronicSubstituteFormW-9@myfloridacfo.com and follow the TIN match procedures.
8. Submit any DFS issues to : Help.Desk@myfloridacfo.com

## Things to know after an emergency:

1. Review all Executive orders for extension of exemptions and suspensions.
2. Reference Executive order in all voucher packets submitted.
3. Submit all documentation for emergency purchases to Department of Emergency Management.
4. All class C meals will need to be processed through the Bureau of State payroll.