

Emergency Regulations

Emergency Purchasing

Emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger. It requires immediate action to prevent or mitigate the loss or impairment of life, health, property or essential services.

A department may require goods or services on an emergency basis. If the goods or services have a total estimated cost of less than \$500, excluding sales tax, department members may use one of the following to meet the need:

- Petty Cash
- Purchasing Card (if in an approved category)

If the emergency need has a total estimated cost of \$500 or over, excluding sales tax, one of the following criteria must be met:

1. The need is immediate and couldn't be anticipated.
2. A health, welfare or safety condition exists.
3. Goods or services are required after normal working hours, on weekends or holidays.

Note: Purchasing commitments made without authorization which does not meet the above criteria may be the personal responsibility of the employee.

Emergency Purchase During Work Hours

If a Purchase Requisition for an emergency situation can't be prepared, persons are asked to phone Purchasing and have the following information ready:

1. A complete description of the goods or services required.
2. A justification for use of emergency procedures.
3. The account numbers to be charged.
4. The name, address and telephone number of the vendor, if possible.

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**Emergency Purchase During
Hours (continued)**

The Purchasing Services buyer will evaluate the Work request, approve the emergency commitment, and verbally issue a Purchase Order number to the requester. That number is to be used to place the order verbally with the vendor. If the requester wishes, the Purchasing Services buyer will place the order with the vendor.

After the order is placed, it is typed into QSS by the Requester. The phrase, CONFIRMING ORDER – DO NOT DUPLICATE is typed into the Description filed. Other information typed includes:

1. The person with whom the order was placed.
2. The date the order was placed.
3. The Emergency P.O.number used.
4. The date the Purchasing Unit was contacted.
5. The buyer's name

Note: Any changes in emergency purchases after the issuance of the emergency P.O. number must be cleared with Purchasing Services.

**Pre-established Emergency
Service Contracts**

In certain cases, pre-established service contracts with vendors may be utilized. This means that departments can request emergency services directly from the vendor.

For further information, contact Purchasing Services.