

## Emergency Purchases

Section 4:6 Revised 01/01/2001

Emergency purchases may be made, as prescribed below. The University is delegated the authority to make emergency purchases not to exceed \$200,000 without following the prescribed procedure for routine purchases.

Emergency purchases in excess of \$200,000 must be approved by the State Purchase and Contract Division if time permits before the purchases are made.

Emergencies are defined as:

"Situations which endanger lives, property, or the continuation of vital programs and require immediate, on-the-spot purchases of equipment, materials, supplies or services."

As with all types of purchases, the University Purchasing Department has the sole authority for entering into contracts to secure emergency materials. Emergency requests for purchases should be brought to the Purchasing Department by messenger with an explanation of the reason for the emergency purchase. The Purchasing Department will solicit quotations by telephone or facsimile, if necessary; obtain approval of the State Purchase and Contract Division, if required; and place the order. If the situation warrants, the Purchasing Department may assign a Purchase Order number to the transaction and authorize the requesting department to place the order by telephone and then submit a Purchase Requisition on a confirming basis.

If the emergency occurs outside of normal business hours, the Purchasing Director or the Assistant Purchasing Director should be contacted for assistance. If they are unavailable, the purchase may be made, and must be fully documented the next working day.