



Purchasing Policies and Procedures

Emergency Purchases

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose.

The purpose of this policy is to outline the policy and operational procedures to meet the needs of emergency purchases.

2. Policy.

2.1 An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be determined by the Vice President of Fiscal Operations or his designee. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods.

2.2 Emergency procurement shall be limited to only those supplies, services or construction items necessary to meet the emergency.

2.3 The source selection method used shall be selected to help identify potential sources of supply that can be solicited in time to meet the emergency. Given this constraint, such competition as is practical shall be obtained.

2.4 The employee responsible for making an emergency procurement shall make a written determination stating the basis for an emergency procurement and for the selection of the particular supplier.

3. Procedures.

3.1 Requestor Determine that an emergency condition exists and identify those goods and/or services that will be necessary to meet the emergency. Contact the Vice President of Fiscal Operations with the request.

3.2 Vice President of Fiscal Operations Evaluate the request for an emergency purchase order. If the request is not appropriate, the requestor will be asked to submit a purchase requisition through normal means. If the request is appropriate, the Vice President of Fiscal Operations will then issue the requestor an approval to authorize the vendor to supply the requested goods and/or services.

3.3 Requestor Authorize the vendor to supply the needed item(s). Complete a purchase requisition with the background information for the emergency, referencing also the Vice President of Fiscal Operations's approval and date.