

Purchasing Guidelines

Emergency Purchase Orders

Emergency Purchase Orders

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:

- The need is immediate and not anticipated
- A health, welfare or safety condition exists
- Goods or services are required after normal working hours, on weekends or holidays.

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

If a Purchase Requisition for an emergency situation cannot be prepared, persons are asked to call Purchasing and have the following information ready:

- A complete description of the goods and services required
- A justification for use of emergency procedures
- The account numbers to be charged
- Vendor's name, address and telephone number

The Purchasing Services Buyer will evaluate the Work Request, approve the emergency commitment and verbally issue an Emergency Purchase Order Number to the requestor. That number is to be used by the requestor to place the order with the vendor or if the requestor wishes, the Purchasing Services Buyer can place the order with the vendor.

After the order is placed, it is entered in QCC as a purchase requisition by the requestor. The following information need to be included in the Item Description field:

- The person with whom the order was placed.
- The date the order was placed
- The Emergency PO Number given by Purchasing
- The date that Purchasing was contacted for an emergency purchase request

** NOTE: Any changes in an emergency purchases after the issuance of the Emergency PO number must be cleared with Purchasing Services.

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

Please contact Purchasing Services for questions or for more information regarding Emergency Purchases.

Purchasing Guidelines
Emergency Purchase Orders