

Emergency Purchases

Definition and General Requirements

“Emergency Purchases” are purchases made during an actual emergency arising from unforeseen causes without the issuance of a competitive solicitation.

The Procurement Office may make purchases of goods or services in the open market to meet emergencies arising from an unforeseen cause.

Emergency purchases shall be made by contract in accordance with Procurement Office Policy and the Rules and utilize competitive procurement methods or negotiations whenever practicable. The University shall maintain a procurement file that addresses the following:

- The circumstances leading to an emergency purchase;
- Procurement-related actions taken in response to the emergency, including procurement methods used;
- A complete list of goods or services procured, including prices paid and total purchase amount.

Conditions of Use for Emergency Purchase

Typical circumstances that warrant the use of an Emergency Purchase method include natural disasters, tornadoes, floods, fire, hazardous material spills, mechanical failures, system outages, or unforeseen police action. An emergency does not require the declaration of a State of Emergency. Poor planning or the expiration of funds does not constitute an emergency.

Emergency Purchase Approval Process and Written Documentation

The Procurement Officer may delegate Emergency Purchase authority to a department. Departments should make Emergency Purchases through the e-procurement system and submit the following information:

- The circumstances leading to the Emergency Purchase;
- The procurement-related actions taken in response to the emergency, including procurement methods used;
- A complete list of goods or services procured, including prices paid and total purchase amount; and
- As applicable, additional purchases expected, including expected price and total purchase amount.

Exceptions to Competitive Procurements

The Director of Procurement must approve all non-competitive emergency purchases.

Description of Emergency Purchases

An Emergency Purchase may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property, or environment and requires goods or services to support an emergency response. Competition should be engaged when practicable.

Conditions of Use for Emergency Purchases

Examples include natural disasters, hazardous material spills, or systems failure. Poor planning or expiration of funds do not constitute an emergency purchase.

Emergency Purchase Approval Process & Written Documentation

Departments may procure goods or services via the emergency purchase method and should attach the following information when requested by the Procurement Office:

- The circumstances leading to the emergency purchase;
- The procurement-related actions taken in response to the emergency;
- A complete list of goods or services procured, including prices paid and total purchase amount;
- Additional purchases expected, if applicable.

Emergency Purchase Authorization Procedure

Prior authorization of the Director of Procurement is required. Procedure:

- Enter a direct entry purchase in Govs Suite.
- Document justification in Govs Suite.
- Contact the Director of Procurement for authorization.
- Procurement Office will secure three competitive responses if practicable.

Emergency Purchase Disapproval

If authorization is denied, the Procurement Office will advise the department on the appropriate procurement procedure.

Extraordinary Emergency Purchase

When Procurement Office personnel are unavailable and an emergency affects health or safety, a department may contract for necessary commodities or services without prior authorization and report the purchase as soon as practicable.