

## **Procurement and Sourcing Services**

Effective Date: October 6, 2011

Last Update/Revision: October 6, 2011

**Initiating Department:** Procurement and Sourcing Services

**Responsible Department:** Procurement and Sourcing Services

Authorizing Person: VP for Finance and Treasurer

Policy Number: P1510

Purpose:

Policy:

**Policy Name:** Emergency Purchase Orders

To establish guidelines for emergency University purchases in the absence of an official purchase requisition or

purchase order.

The University recognizes the need to authorize certain personnel such as Facilities and Buildings and Grounds personnel to engage contractors and/or purchase items in emergency situations that do not permit timely compliance with established sourcing and procurement policies. These emergency situations may include, but are not limited to:

• Significant floods, leaks, and other emergencies that can affect the safety of students, staff, and faculty or to prevent damage to essential campus buildings and systems.

This policy clarifies what is considered an emergency and the procedures to be taken to facilitate the immediate procurement of goods and services.

- Emergency orders concerning repairs shall be restricted to addressing the immediate loss and establishing a remedy.
- Emergency orders that are not directed towards an immediate repair must be narrow and targeted to the potential immediate risk. The purpose of the order, whether for goods or services, must be to define and evaluate the scope of the damage for the purpose of creating a biddable document.
- Emergency orders will be processed on the regular purchase order requisition. The requisition must include the type of emergency and the purpose for the requisition.

Procurement and Sourcing Services will process these transactions as follows:

- If invoices are available an express purchase order will be processed and the invoice will be attached. The purchase order will be "in-house" its purpose will be for payment and audit purposes.
- If the emergency is to hire a contractor requiring a purchase order number, then Purchasing will issue a
  reserve purchase order number. A completed purchase order requisition and copy of the contractor's
  certificate of insurance must be submitted to Procurement and Sourcing Services within 48 hours of issuance
  of the reserve number.

Procedure:

1. Notify Procurement and Sourcing Services of the emergency as soon as possible.
2. Contact vendor and obtain current insurance certification prior to commencement of work.
3. Contact Purchasing within 48 hours with back up.

Exceptions:

None.

Purchase order requisitions for emergency purchases require the approval of the appropriate Vice President.