

How Do I Handle...

An Emergency Procurement

Definition

An emergency is an occurrence of a serious and urgent nature that demands immediate action. It must relate to health, safety or the protection of property.

How to Order

For an emergency purchase, the department should find an appropriate source and then direct the vendor to proceed. This does not relieve the department from seeking competition to the extent practicable, negotiating a fair and reasonable price, and documenting the procurement action. The department may also check vendor's qualifications, verification of insurance coverage (if applicable), information on warranty offered, and any other data pertinent to the procurement.

When placing an emergency purchase order, the following information must be obtained from the vendor:

1. Accurate prices
2. Payment terms
3. Method of shipment (Ship Via)
4. Delivery date
5. Accurate F.O.B. point
6. First and last name of vendor representative who accepts the order

After placing the order with the vendor, the department should process the Requisition for Purchase form as quickly as possible since many vendors will prepare the order for shipping, but will not ship until a written order is received.

On the requisition, complete the "Confirming Telephone Order" block with the date the order was phoned in, the first and last name of the person who accepted the order, and the first and last name of the departmental person who placed the order.

Include with the requisition a written explanation justifying the emergency purchase and stating why this particular vendor was selected. This letter should outline the serious or urgent nature of the emergency, and the health, safety or property that was jeopardized. This letter must be signed by the Dean, Director or Department Head.

In addition to the items listed above, the requisition should include all details of the agreement made with the vendor. Please do not wait for the vendor's invoice to complete the requisition.

Exceptions

- The potential loss of funds at the end of a fiscal year is not considered an emergency.
- Lack of planning does not constitute an emergency.