

<b>Subject:</b> Emergency Purchases	<b>Number:</b> 3-2
	<b>Date Issued:</b> June 1, 2002 <b>Date Revised:</b>
<b>Responsible Department:</b> GSD—Purchasing	<b>Approved:</b>

## Purpose

To establish a uniform procedure and policy in regard to emergency purchases.

## Policy

### Definition

An emergency purchase is defined as a repair part for a “down” piece of equipment; material needed for repair of items providing vital services; unforeseen items not known prior to commencement of project; situations where a return visit to repair equipment or complete a project would not be cost-effective. The Purchasing Manager will approve such a purchase.

## Procedures

1. Before making an emergency purchase, the authorized employee must call the Purchasing Division (except for nighttime emergencies) and obtain a purchase order number. (Be prepared to give reason for emergency request, vendor, and dollar estimate of expenditure.) A Purchase Order/Requisition together with a sales slip or some other evidence of the transaction shall be submitted to the Purchasing Division within 24-hours after the purchase is made.
2. For nighttime emergencies, which require the immediate acquisition of materials, services or supplies, complete the transaction accordingly. Then call the Purchasing Division the next working day and secure a Purchase Order number following above procedure.