

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 304-03
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Emergency Orders	Effective date: 07/01/1996
Source: University policy ABOR 3-803	Revision date:

PURPOSE

To establish procedures for handling emergency procurements.

POLICY

PUR 304-03-01: Use of Emergency Orders

An emergency procurement is used to remedy a situation that endangers lives or property or threatens the continuation of vital programs. The department staff who identify the emergency are expected to contact Contracting and Purchasing Services immediately and to hand-carry any needed documents and approvals to Contracting and Purchasing Services. The buyer in Contracting and Purchasing Services will obtain whatever competition is appropriate under the specific circumstances of the emergency and place the order as quickly as possible.

Pur 304-03-02: Emergency Procurements Costing \$50,000 or greater

The department shall process a requisition document in the financial system and submit a completed Waiver of Bidding form to Contracting and Purchasing Services.

PUR 304-03-03: Emergency Procurements Costing more that \$5,000, but less than \$50,000

The department shall process an requisition document in the financial system and submit a written justification to Contracting and Purchasing Services detailing the nature of the emergency.

PUR 304-03-04: Emergency Procurements Costing less than \$5,000

As departments may place these orders directly through one of the small-dollar purchasing programs

CROSS REFERENCE

[PUR 205-00](#) Prohibited Purchases
[PUR 301-09](#) Requisition Documents
[PUR 304.01](#) Sole Source
[PUR 304.02](#) Waiver of Bidding
[Waiver of Bidding Requirements](#) form
[PUR 600-01](#) Reporting Receipt of Order