

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	<b>POLICY PUR 304-03</b>
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Emergency Orders</b>	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 than \$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