Purposes 600-01: 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 600-02: 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 600-03: 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 600-04: Emergency Procurements Costing less than $5,000

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

Pur 605-00 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