

Prepared by Office of Procurement and Real Property Management.  
This replaces Administrative Procedure No. A8.260 dated  
July 2012

A8.260

---

A8.200 Procurement

October 2013

---

P 1 of 3

A8.260     Emergency Procurement

1.     Conditions for Use

Normal procurement procedures may be suspended for the purchase of goods or services in emergency situations. Emergency procurement may be utilized only to purchase that which is necessary to cover the emergency; subsequent requirements shall be obtained using normal purchasing procedures. For emergency procurement of construction, please refer to Section A8.281(6).

For this purpose, emergency procurement shall be considered only when the following conditions exist:

- a.     A situation of unusual or compelling urgency exists which creates a threat to public health, welfare, or safety; and
- b.     The existence of such condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods, and the lack of such goods or services would seriously threaten the continued function of the University or its programs and operations, the preservation or protection of property, or the health or safety of any person.

2.     Procedures

- a.     Fiscal administrators are authorized to approve emergency expenditures for goods and services under \$25,000 and falling within their purchasing authority. Emergency purchases not within the fiscal administrator's authority shall be submitted to a designated departmental fiscal administrator with greater purchasing authority or to the OPRPM, as applicable, for review and approval. All requests for

emergency expenditures which exceed departmental purchasing authority shall be reviewed and approved by the Chancellor or Vice President under whose jurisdiction the request originates prior to submission to the Office of Procurement and Real Property Management.

- b. Emergency expenditures of \$25,000 or more shall be submitted to the OPRPM for review and forwarding to the President for approval.
- c. For purposes of securing approval of an emergency expenditure, the following information shall be obtained:
  - 1) Nature of the emergency;
  - 2) Work to be done including goods, services, or construction to be procured;
  - 3) Name of contractor and reason for selection of the particular contractor;
  - 4) Estimated amount of expenditure.

OPRPM Form 152, Request for Emergency Procurement (**Attachment 260.1**) shall be used for this purpose.

Fiscal administrators are authorized to approve all emergency expenditures which must be made after normal working hours and for which the OPRPM and/or the President cannot be reached for review and approval purposes. For such purchases which exceed the fiscal administrator's purchasing authority, OPRPM Form 152 should be completed and provided to the OPRPM as soon thereafter as reasonably possible.

- d. Such competition as is practicable shall be obtained to assure that the required goods or services are procured in time to meet the emergency. If an award is made on the basis of only one quote, OPRPM Form 95 (**Attachment 285.1**), Determination of Cost or Price Reasonableness, shall be completed.

- e. The program shall monitor the emergency work and, upon completion, submit a confirming purchase order (Refer to Section A8.250) and all supporting documentation to the designated departmental fiscal administrator or OPRPM, as applicable.