

Prepared by Office of Procurement and Real Property Management.  
This replaces Administrative Procedure No. A8.260 dated  
January 2005

A8.260

---

A8.200 Procurement

January 2007

---

P 1 of 3

A8.260     Emergency Procurement

1.     Conditions for Use

Normal procurement procedures may be suspended for the purchase of goods, services, or construction 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 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, services, or construction that cannot be met through normal procurement methods, and the lack of such goods, services or construction 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 Officers are authorized to approve emergency expenditures qualifying as small purchases under Section A8.250 and falling within their purchasing authority. Emergency purchases not within the fiscal officer's authority shall be submitted to a designated departmental fiscal officer with greater purchasing

authority or to the OPRPM, as applicable, for review and approval.

- b. Emergency expenditures exceeding the small purchase threshold shall be submitted to the OPRPM for review and forwarding to the President for approval.
- c. For purposes of securing such approval, 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 Officers 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 officer'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, services, or construction 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 officer or OPRPM, as applicable, including 1) a memorandum signed by a responsible individual of the program citing the

nature of the emergency that necessitated the purchase action and indicating the probable loss, damage, or injury to University property and personnel which might have occurred if the goods, services, or construction had not been immediately obtained, and 2) any agreements, including any pertaining to price, made orally with the contractor.