Emergency Purchases

Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to advert an actual or potential public threat. If a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest, an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the University.

Notwithstanding the immediate nature of an emergency all procurements conducted as emergencies should be made as competitive as possible under the circumstances. If an emergency exists a written determination of the basis for the emergency and for the selection of a particular vendor shall be included with the requisition. Emergency purchases of goods or services should not exceed the scope or duration of the emergency.

When possible, contact Purchasing prior to acquiring the goods or services. If the situation allows, informal bids will be conducted. The department should submit a requisition prior to placing the order include a letter of justification that must:

- State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.
- State the financial or operational damage that will occur if needs are not satisfied immediately; and
- State why the needs were not or could not be anticipated so that the items could have been purchased through regular procurement procedures.

Finally, the department should email TechBuy Support and notify Purchasing that you have submitted an emergency transaction and provide the requisition number.

To the extent possible, emergency purchases should not be made on appropriated funds. Additional requirements shall apply if appropriated funds are used.

EXCEPTIONS

- The potential loss of funds at the end of a fiscal year is not considered an emergency.
- Lack of planning does not constitute an emergency.

Comptrollers’ Rules for Emergency Purchases: