

EMERGENCY PURCHASES

Policy #ES-96-5

Implemented: September 1995

Updated: February 2000

I. PURPOSE STATEMENT

The letter explaining and justifying all emergency purchases must be signed by the head of the respective department, bureau, board, commission, institution or constitutional office.

II. POLICY REQUIREMENTS

The emergency purchase procedure will continue to require three written quotes. If the emergency purchase is under \$500, agencies may proceed to purchase the item. The three quotes should be written and should be kept for documentation. If the emergency purchase is over \$500, agencies must submit a letter (signed by the head of the respective department, bureau, board, commission, institution or constitutional office) explaining and justifying the purchase, and the three written quotes to the Purchasing office. If the purchase is approved, the Purchasing office will cut a purchase order to purchase the item at the lowest quote.