

EMERGENCY PURCHASES

Policy ES-03

PURPOSE

Emergency purchase requests must be accompanied by a completed “Request/Justification for Emergency Purchase” form explaining and justifying all emergency purchases. This form must be signed by the head of the respective department, bureau, board, commission, institution or constitutional office, or their designee.

POLICY REQUIREMENTS

The emergency purchase procedure will continue to require written quotes from three different vendors or a sole source justification if three quotes cannot be obtained, for all purchases exceeding \$4,000. If the emergency purchase is over \$25,000, agencies must submit the required “Request/Justification for Emergency Purchase” form (signed by the head of the respective department, bureau, board, commission, institution or constitutional office, or their designee) explaining and justifying the purchase, and three written quotes to the Office of Procurement Management. The required form is available on the Office of Procurement Management website at <http://boa.sd.gov/divisions/procurement/agencies/documents/OPMEmergencyPurchaseRequestForm.pdf>. If the purchase is approved, the Office of Procurement Management will issue a purchase order to authorize the purchase from the vendor providing the lowest quote meeting specifications.

POLICY INDEX

Scope:	Statewide
Replaces Policy:	ES-96-5
Effective Date:	April 2014
Supersedes Version Written:	April 2008
Office of Primary Responsibility:	Procurement Management

REVISION LOG

August 2008	Update dollar thresholds and website address
-------------	--