



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 3.5121

DIVISION: Finance & Administration

TITLE: Emergency Purchases

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Authorized by: K. Ann Mead, VP of Finance & Administration  
Issued by: Department of Purchasing

### **I. Purpose and Scope**

To establish guidelines for purchase of products and services during or as a result of an emergency.

### **II. Policy**

The definition of EMERGENCY PURCHASE or CONTRACT is a purchase or contract necessitated by a sudden unexpected event where the delay required to issue competitive bidding would seriously threaten the functioning of the university, the preservation or protection of property or create an immediate danger to the public health or safety of any person.

### **II. Procedure**

Purchasing and contracting requirements necessitated by an emergency condition must be explained in writing by the Vice President for Finance and Administration or the Vice President for Campus Services and Facilities depending on the situation and approved by the University President (KRS164A.575). The effected department will be required to provide an on-line requisition(s) with appropriate account numbers that can be used in completing all necessary purchase contract(s). The Purchasing Official may negotiate directly for the required needs in bona fide emergencies regardless of the estimated costs, however a good faith effort to contract for the requirements at a competitive price shall be made. The Purchasing Division shall maintain a file for each emergency declaration including all emergency purchases completed as

a result of the emergency. The file shall include the emergency justification letter and approval of the emergency declaration by the University President.