**Emergency Purchases**

**An emergency condition is defined as "a situation that creates a threat to public health, welfare, safety, or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the Commissioner of Administration." In summary, an emergency condition or situation must threaten:**

**A.  the functioning of the University of Louisiana at Monroe; or**

**B.  the preservation or protection of property; or**

**C.  the health or safety of any person.**

**POOR PLANNING DOES NOT CONSTITUTE AN EMERGENCY CONDITION.**

**Conditions for use** – The Chief Procurement Officer, or their designee above the level of procurement officer, may make, or authorize others to make, emergency procurements when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations.

**Written quotations** – Every effort shall be made to obtain quotations from three or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis, except for standard equipment parts for which prices are established. Immediate purchasing shall be discouraged as much as is practicable. When supplies, services, or major repairs are urgently required, and time does not permit the obtaining of written quotations, the procurement officer may obtain quotations by telephone or otherwise, but such quotations shall be made on the relative purchase requisitions. So far as practicable, quotations shall be secured provided by law. Any offer accepted shall be confirmed in writing.

**Emergency Purchase Over $5,000 And Up To $15,000:**

For any purchase over $5,000 to be made without competitive quotes, the prior verbal approval from the Purchasing Department are to be secured for any emergency purchase over $5,000 up to $15,000, and the Procurement Manager for any emergency purchase over $15,000, unless the nature or time of the emergency dictates otherwise.

Emergency purchases over $5,000 up to $15,000are to be made by telephone or fax solicitation from a minimum of three (3) responsible bidders, if time permits, and must contain adequate justification for the emergency.

If an emergency condition arises after office hours and circumstances will not permit any delays, then the department head or an authorized department representative should obtain whatever competitive pricing is practical (written, telephone, fax, email) and proceed, using discretion, with the purchase. A written report explaining the nature of the emergency must then be signed by the department head and submitted to the Purchasing Office, along with a requisition for the materials or services purchased. This report and requisition are required to be submitted within two (2) working days and must indicate the competition that was obtained or attempted.

 **Emergency Purchase Over $15,000**

**THE PRIOR VERBAL APPROVAL OF THE PURCHASING MANAGER**for any emergency purchase which exceeds $15,000 unless the nature or time of the emergency dictates otherwise.

Emergency purchases over $15,000 are to be made by telephone or fax solicitation from a minimum of three (3) responsible bidders if time permits, and must contain adequate justification for the emergency.