Emergency Purchasing

Policy:	Number:	Last Update:
Purchasing – Emergency Purchasing	Budget & Finance 95-6	7/15/2013

1.0 Purpose

To provide a means by which staff may make an emergency purchase of goods or service whose costs exceeds the Direct Voucher Limitation when those goods or services must be acquired immediately, or threat to public safety, health, or welfare, and they are not available through a Blanket Contract.

2.0 References

2.1
Department of Finance and Administration Services (FAS) City Purchasing Rules on Emergency Purchases

2.2
This procedure is used together with the Expenditure Pre-Authorization (EPA) procedure.

2.3
The procedure for Purchase: Direct Voucher and Purchase: Blanket Contract should be reviewed.

2.4
For questions or clarification on this procedure, please contact the Contracting Manager or Accounts Payable Supervisor.

3.0 Policy

3.1
Purchases over $8,000 (excluding tax and freight) may be made immediately if required to meet an emergency that poses an immediate threat to people or City property, or when circumstances beyond the control of staff precludes the use of a Blanket Contract vendor.

4.0 Procedures

4.1
Complete an EPA, unless there is an immediate, present danger to people or property.

4.2
Contact the Contracting Manager or Accounts Payable Supervisor. Provide details of what the emergency is, the vendor name, vendor contact and phone number, who can provide the goods or services and the price you were quoted, including tax and freight. If the Contracting Manager or Accounts Payable Supervisor is not available, contact the General Ledger Supervisor; next the Program Support Division Director; next, the Director's Office.

4.3
As soon as an "E" number is provided to the authorized Department representative listed above, s/he will call you and give you the number. With this number, you can place the order with the vendor.

4.4
Ask the vendor to include the "E" number and your name on their invoice. Also ask that the invoice be sent to Accounts Payable (as directed at the top of the EPA form).