Purpose
Respond to the need to make emergency procurements when there exists a threat to public health, welfare or safety or circumstances outside the control of the department create an urgency of need which does not permit the delay involved in using standard procurement procedures.

Objective
To more effectively conduct university business and comply with the provisions of ACT 1998-57.

Definitions
"Emergency" is defined as circumstances that may threaten the public health or safety, or threaten the university's welfare through loss of property or program.

Policy
The Assistant Director, Campus Services Manager and Boiler Plant Manager in the Department of Facilities and Planning are delegated procurement authority for facilities related emergencies where the cost does not exceed $5,000. The Director of Facilities and Planning is delegated similar authority where the cost does not exceed $10,000.

Procedure
1. A problem that may require emergency procurement is brought to the appropriate Facilities and Planning Manager (of the four listed above) to determine if the problem fits the definition of an emergency.

2. If the problem is declared an emergency, the manager alerts a member of the departmental administrative staff to prepare the procurement document. This document will be distinguished by the preface of "FPE" for Facilities and Planning emergency.

3. The procurement document, or purchase order, must contain the following information in the justification field: The nature of the emergency, which of the above managers approved the order, and the reason for the selection of the vendor.

4. The order is placed.