

POLICY:

In extreme emergencies (e.g., the disruption of essential operations or conditions that threaten the safety of persons or property), a Department/Office/Division Director may bypass normal purchasing procedures and approve the purchase of those items or services necessary to remove or correct the emergency condition.

PROCEDURE:

- a. The Department/Office/Division Director or his designee may authorize the purchase of any item or service necessary to correct an emergency situation.
- b. Whenever possible, the Department/Office/Division should obtain three quotes for all emergency purchases with a total cost exceeding \$5,000. If three quotes cannot be obtained a memo explaining why this was not possible shall be provided to Financial Services.
- c. If the total cost of the emergency purchase is under \$5,000 the Department/Office/Division Director/Acting Director can approve the purchase.
- d. If the total cost of the emergency purchase is between \$5,000 and \$9,999, the Department/Office Director/Acting Director shall approve the purchase.
- e. If the total cost of an emergency purchase is between \$10,000 and \$25,000, the Department/Office/Division Director /Acting Director shall send a memo to the County Administrator or designee for approval. A copy of the approved memo shall be provided to Financial Services.
- f. If the total cost of an emergency purchase is \$25,000 or greater, the Department/Office/Division Director/Acting Director will send a memo to the Management & Budget Director who will then request approval of an emergency bid waiver from the Board of County Commissioners. A copy of the approved memo shall be provided to Financial Services. The memo will include the following information:
 1. The reason for the emergency purchase,
 2. A description of the item or service being purchased,
 3. The total cost of the purchase,
 4. If quotes were obtained, the vendor names and amounts of each quote
- g. If the vendor will not provide the emergency item or service without a Purchase Order The Department/Office/Division will:
 1. Enter a Purchase Requisition in the financial software to include the following additional information: type the words "Emergency Purchase" and a brief explanation of the reason for the emergency purchase in the description field.
 2. Notify Financial Services Department the Purchase Requisition number and nature of the emergency.
 3. Contact all parties that need to approve the purchase according to the purchasing policies.
 4. Route the vendor's invoice with the appropriate approvals to the Financial

Services Department.

- h. If the vendor will provide the emergency item or service without a Purchase Order:
1. A Purchase Requisition will not be entered.
 2. When the vendor's invoice is received, the Department/Office/Division Director/ Acting Director or designee will approve payment by signature or electronic approval.
 3. The following additional information will be noted on the invoice or through the electronic approval system:
 - The words "EMERGENCY PURCHASE."
 - A brief description of the emergency situation.
 - The account number to which the expense is to be charged.
 4. The invoice will be routed to the Department of Management and Budget through the electronic approval systems for review, verification of funding, and verification of all approvals required by regular purchasing policies and procedures prior to approving the invoice for payment.