Information

Emergency Purchases

Number

PUR - 6.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown
Revision Date(s): November 20, 2023
Reviewed Date(s): February 14, 2020; November 20, 2023

Categories

Reason for Policy:

Pursuant to KRS45A.095, Emergency purchases, required for continuity of operations, or the protection of the health and welfare of personnel, may be made by the University.

Statement:

The University may negotiate directly for the purchase of contractual services, supplies, material, or equipment in bona fide emergencies regardless of estimated costs. The existence of the emergency must be fully explained in writing, by the VP for Finance and Chief Financial Officer or her/his designee, and the explanation must be approved by the University President. The letter and approval must be filed with the record of all such purchases. A good faith effort shall be made to affect a competitively established price for emergency purchases, with telephone quotes where possible.

Related Information:

The Finance and Administration Cabinet may negotiate directly for the purchase or contractual services, supplies, materials, or equipment in bona fide emergencies regardless of estimated costs. The existence of the emergency shall be fully explained, in writing, by the head of the agency for which the purchase is to be made. The explanation shall be approved by the secretary of the Finance and Administration Cabinet and shall include the name of the vendor receiving the contract along with any other price quotations and a written determination for selection of the vendor receiving the contract. This information shall be filed with the record of all such purchases and made available to the public. Where practical, standard specifications shall be followed in making emergency purchases. In any event, every effort should be made to affect a competitively established price for purchases made by the state.

Definitions:

An emergency condition is a situation which creates a threat or impending threat to public health, welfare, or safety such as may arise by reason of fires, floods,

tornadoes, other natural or man-caused disasters, epidemics, riots, enemy attack, sabotage, explosion, power failure, energy shortages, transportation emergencies, equipment failures, state or federal legislative mandates, or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction, or items or tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government, the preservation or protection of property, or the health or safety of any person.

Procedures:

Department

1. Determines an emergency situation exists and prepares a requisition for the purchase of equipment, supplies or services to alleviate the emergency.
2. Submits the requisition to the Department of Procurement Services accompanied by a memo signed by the head of the Department, detailing the exact nature of the emergency and consequences if immediate action is not taken.

Purchasing

1. Writes memo for file, to be approved by the VP for Finance and Chief Financial Officer and/or the President of the University explaining the existence of a legitimate emergency.
2. Approves the request and purchases the items necessary to continue operations. The Department of Procurement Services will make every effort to obtain telephone quotations on emergency order.

Responsibilities:

The chief procurement officer, the head of a using agency, or a person authorized in writing as the designee of either officer may make or authorize others to make emergency procurements when an emergency condition exists.