


# PROCEDURE

<b>Subject</b>	<b>Purchasing—Expedient &amp; Emergency Purchases</b>	<b>Number:</b> 5.18.07
<b>Source</b>	Vice President, Finance and Administrative Services	<b>Reference (Rule #)</b> 6HX14-5.18
<b>President's Approval/Date:</b>	 8/14/2017	

## **POLICY:**

Expedited Purchases and Emergency Purchases occur occasionally but can, if not properly handled, cause considerable errors and delays in requisitions and orders. Expedited Purchases are those that require special handling. This may for example require separate orders from different vendors arriving at the College at the same time.

Emergency Purchases occur when it is necessary to interrupt the normal ordering process to allow an order for equipment or services to go through to ensure the continued safe, efficient operations of the College and to maintain the safety and security of students, faculty and staff. An example of this would be a part necessary for the operation of the College's plant air conditioning system.

## **PROCEDURE:**

Care **MUST** be taken before proceeding with such orders and the following steps should be strictly followed:

- 1) Notify the Coordinator, Procurement via e-mail that the requisition must be rushed to complete the order. Include the requisition number along with the fax number or email address of the vendor.
- 2) Telephone or e-mail each individual in the Banner approval queue letting them know the circumstances for the rush order.

For Emergency orders the following additional steps shall apply:

- 1) Department head affected by the emergency must make the declaration of the emergency.
- 2) All emergency orders must be approved by the President or his/her designee or the Vice President, Finance and Administrative Services or the Director, Business Services.
- 3) The Coordinator, Procurement shall create a requisition in Banner directly to set up the account.
- 4) The completed purchase order shall be signed by the President or his/her designee or the Vice President, Finance and Administrative Services or the Director of Business Services.
- 5) The completed and approved purchase order will be e-mailed or faxed to the appropriate vendor for handling. In some cases it may be necessary to phone in orders.