

POLICY:

- a. 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.
- c. If the total cost of the emergency purchase is under \$5,000 the Department/Office/Division Director can approve the purchase.
- d. If the total cost of the emergency purchase is between \$5,000 and \$10,000, the Department/Office 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 shall send a memo to the County Administrator or designee for approval.
- f. If the total cost of an emergency purchase is \$25,000 or greater, the Department/Office/Division 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. 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:
 1. Fill out the online Purchase Requisition form with the following additional information: type the words Emergency Purchase and a brief explanation of the reason for the emergency purchase in the description column.
 2. Send or fax a memo to the Purchase order Clerk in the Finance Department referencing the Purchase Requisition number and nature of the emergency. Contact all parties that need to approve the purchase according to the purchasing policies.
 3. Send the vendor's invoice with the appropriate approval signatures to the Finance Department if you have received it.

- h. If the vendor will provide the emergency item or service without a Purchase Order:
 1. The Purchase Requisition form will not be used.
 2. When the vendor's invoice is received, the Department Director or his designee will approve payment by signing the invoice.
 3. The following additional information will be written on the invoice:
 - The words "EMERGENCY PURCHASE."
 - A brief description of the emergency situation.
 - The account number to which the expense is to be charged.
 4. The Department will send the Emergency Purchase invoice to the Office of Management & Budget.

- i. The Office of Management & Budget will review the additional information recorded on each Emergency Purchase, verify the availability of funding for the purchase, and obtain all approvals required by regular purchasing procedures before forwarding the invoice to the Finance Department for payment.