



University of Connecticut Health Center

POLICY NUMBER 2006-31

October 13, 2006

POLICY: PURCHASING B-3: EMERGENCY PURCHASE

PURPOSE:

This policy establishes guidelines for processing emergency purchases.

SCOPE:

All University of Connecticut Health Center (UCHC) faculty and staff.

POLICY STATEMENT:

Emergency Purchases shall be competitively bid or negotiated; when possible. An Emergency Purchase Form and Purchase Requisition (PR) are required with each emergency purchase request. Failure to anticipate need or lack of planning shall not be considered an emergency.

Emergency purchases \$50,000 and over require the approval of the Director of Purchasing, the Controller, and the Chief Financial Officer.

Emergency purchases under \$50,000 require the approval of the Director or Assistant Director of Purchasing.

Definitions:

1. Emergency Purchase – An emergency purchase per [Executive Order #7c #2\(c\)](#) is a procurement that is made necessary by a sudden, unexpected occurrence that poses a clear and imminent danger to public safety or requires immediate action to preserve, prevent or mitigate the loss or impairment of life, health, property, or essential public services or in response to a court order, settlement agreement or other similar legal judgment as permitted or required in accordance with applicable law. The Connecticut State Statutes [Chapter 185b, 10a-151b, Sec.\(c\)](#) states, “Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the chief executive officer may, if it is for the best interest of the state, make purchases without competitive bidding.”
2. Purchase Requisition (PR) – An electronic requisition or a paper three-part, pre-numbered requisition form (HCA-39) which is used to request supplies, equipment, or contractual services.

3. Purchase Order (PO) - A computer generated form issued by the Purchasing Department to order requested supplies, materials, contractual services or equipment received on a Purchase Requisition.
4. Supplies - “materials” and “equipment” mean any and all articles of personal property furnished to or used by UCHC, including all printing, binding, publication of laws, stationery, forms and reports.
5. Contractual Services – Any and all laundry and cleaning services, pest control service, janitorial service, security service, the rental and repair, or maintenance, of equipment, machinery and other state-owned personal property, advertising and photostating, mimeographing, and other service arrangements where the services are provided by persons other than state employees.
6. Emergency Purchase Form - A form used to justify and authorize an emergency purchase.
7. Extraordinary Conditions
 - a. Unusual trade or market conditions;
 - b. Protect life and/or property;
 - c. To ensure the supply of utilities to buildings and facilities;
 - d. For the continuity of a functioning research activity or of teaching;
 - e. Court order, settlement agreement or other similar judgment.
8. Documentation File - A file which contains the Emergency Purchase Form along with the Purchase Requisition, Purchase Order, and relevant written records to support the emergency purchase.

Responsibilities

1. **Department** is responsible to justify the emergency purchase by completing the Emergency Purchase Form, and processing a Purchase Requisition.
2. **Director of Purchasing** is responsible for ensuring compliance to policies and procedures; reviewing and approving/denying emergencies; signing emergency purchases \$50,000 or over.
3. **Assistant Director of Purchasing** is responsible for reviewing emergency purchases requests, notifying the Director of Purchasing of the impending emergency purchases; approving emergency Purchases under \$50,000; and assigning approved purchase to the appropriate Purchasing Services Officer. The Assistant Director may use managerial discretion in the absence of the Director.
4. **Purchasing Services Officer** is responsible for reviewing and processing the emergency purchase and forwarding to either the Director or Assistant Director of Purchasing for review and approval.
5. **Controller** is responsible to review and approving all emergency purchases over \$50,000.
6. **Chief Financial Officer** is responsible for reviewing and approving all emergency purchases over \$50,000.

Procedures

1. **Department** shall process purchase requisition and Emergency Purchase Form.
2. **Purchases under \$50,000:**

- Purchasing Services Officer shall:
 - a. review emergency purchase transaction;
 - b. if an emergency, forward to the Assistant Director of Purchasing with supporting documentation for review and approval;
 - c. if approved, issue a PO, submit to Director or Assistant Director of Purchasing for signature and forward to the vender.
 - Assistant Director of Purchasing shall:
 - a. review and approve the emergency purchase;
 - b. forward to the Director of Purchasing for review and approval;
 - c. have PO processed upon Director’s approval.
 - Director of Purchasing shall review and approve emergency purchase transaction.
3. **Purchases over \$50,000** require three (3) levels of management approval before competitive bidding is waived.
- Director of Purchasing (Assistant Director of Purchasing in absence of the Director) reviews and approve the Emergency Purchase, forward to the Controller and Chief Financial Officer for review and approval. Upon approval return to the Purchasing Services Officer for Processing.
 - Controller shall review and approve the Emergency Purchase and forward to the Director of Purchasing.
 - Chief Financial Officer shall review and approve the emergency purchase and forward to the Director of Purchasing.
 - Purchasing Services Officer shall issue a PO and submit to Director of Purchasing for signature.

[Link to Purchasing B-3](#)

Robert W. Murphy

11/14/06

Director of Purchasing

Date

Peter Decker, MD

11/20/06

Executive Vice President for Health Affairs

Date

NEW POLICY: October 13, 2006