

PROCUREMENT SERVICES POLICY 9 EMERGENCY PURCHASES

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This policy describes the circumstances and methods for making emergency purchases.

2. Scope

This policy applies to all University employees, departments, units and divisions.

3. Definitions and Roles and Responsibilities

3.1 Definitions

Emergency (for purposes of this policy): A situation which endangers lives, property, or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchase or rental of equipment, supplies, materials, printing or contractual services.

Pressing Needs: A need arising from unforeseen causes including, but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work, and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.

4. Policy

Policy dictates that the issuance of an official University Purchase Order or other recognized document will precede the procurement and receipt of commodities and services. Integral to this process is the element of planning. It is recognized, however, that instances do occur where planning is not possible due to the circumstances surrounding the requirement. Such situations are defined as where there is a "pressing need" or "emergency", as prescribed below. In these specific instances (as defined below), occasional exceptions may be made to this policy with the prior approval of the Procurement Services. Where the conditions may substantiate and when approved by the Procurement Services, or the State as required, expedited purchases may be

executed. Campus departments affected by such circumstances will contact the Procurement Services prior to acting or committing the University. Where time is available, the circumstance will be reviewed, and prior approval of the Procurement Services sought by the campus department. When the conditions are such that immediate action is warranted, the Procurement Services will be advised as rapidly of the circumstances as possible.

Pressing Need Purchases

“Pressing Need conditions” are defined as: Unforeseen situations which have created a requirement which immediate, on-the-spot purchase (or rental) of equipment, materials, supplies or services can only rectify. The causes for such situations may include, by example: delay by contractors, delay in transportation, breakdown of machinery, unanticipated volume of work. The administrative processes for “Emergency Needs” will apply to “Pressing Needs”; however, competitive placement of the requirement with a vendor shall be exercised. Additionally, purchase requisitions for “Pressing Need” purchases must be submitted to the Procurement Services, with a written explanation of the circumstances. The Procurement Services will solicit prices, as applicable and time permits, and authorize the purchase.

Emergency Purchases

Emergencies are defined as: A situation which endangers lives, property or the continuation of a vital program and which can be rectified only by immediate on-the spot purchase or rental of equipment, supplies, materials, printing or contractual services. Emergency purchases in excess of \$500,000.00 must be approved by the State Purchase and Contract Division, if time permits, before the purchases are made. The University is authorized to make emergency purchases not exceeding \$500,000.00 without following regular purchasing procedures. The Procurement Services has the sole authority for entering contracts to secure emergency materials.

Per the State of NC Purchasing policy when an emergency purchase or pressing need arises, a term contract supplier should be given the opportunity to satisfy the requirement, if the requirement is covered by a term contract and time permits such action.

5. Compliance and Enforcement

- The Director of Procurement Services is responsible for ensuring compliance with this policy.

6. Additional Information

6.1 Supporting Documents

[State of NC Purchasing Manual](#)

6.2 Approval Authority

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, rrflemin@uncg.edu