

## **EMERGENCY PURCHASING**

Effective: January 12, 1981 06-06

Most Recent Revision: May 15, 1990

Objective: To establish procedures for purchasing to meet emergency situations

Reference: Office of the County Administrator; Division of Purchasing

Definition: An "operational emergency" exists when a piece of County equipment is not operating or is malfunctioning, and the function which it performs is needed immediately.

Policy of the Board of Representatives:

1. In cases where the above situation exists and a part or repair person is needed to make the equipment operational and can be obtained immediately, the department head involved or designee should do the vendor research, locate the part or service needed and place the order.
2. Department personnel then call the Division of Purchasing the same day and give them the information necessary to issue a confirming purchase order.
3. See Section 1B of Policy 06-07 for procedures in declaring a "public emergency."