

<b>University Of Massachusetts Lowell</b>	
<b>Date: July 01, 2001</b>	<b>Section:2.16</b>
<b>Subject: Emergency Procurement Confirming Order-Financial Commitment</b>	

Following is the policy, and the procedures that shall be followed, for the emergency procurement of goods and services.

1. No financial commitment may be made to any vendor without a valid, hard copy purchase order, approved by the Purchasing Department.
2. An emergency is any situation that requires the immediate placement of a purchase order, as determined by the Department Head, to avoid substantial harm to the functioning of the University of to protect public health, welfare, or safety.
3. In the case of extreme emergency, the requesting department will be required to hand carry a request form and a memorandum of justification to the Purchasing Department, together with any other written documentation that may be necessary. The Purchasing Department will determine if the justification is sufficient to warrant an emergency order.
4. A request for an emergency order must meet the following criteria:
  - a.) The circumstance surrounding the need for the order must have been unforeseen and must require the immediate acquisition of the specified commodity to avoid substantial harm to the functioning of the University, or to protect the public health, welfare or safety.
  - b.) The purchase request must have the approval of the individual having signatory authority for the account charged.
  - c.) There must be sufficient funds in the respective account to cover the commitment as reflected in the University's system.
5. If the justification meets the above criteria, Purchasing will then take immediate steps to issue a purchase order. The purchase order will then be given to the requesting department.
6. Emergency purchases cause expensive interruptions in the normal routine of the Purchasing Department. Since emergency purchases are usually a result of insufficient foresight, using departments are urged to use proper planning and scheduling to keep "rush" orders to a minimum.

**Note:** Any type of purchase that requires the creation of a new vendor code, or an additional approval will take additional processing time.

