



### **3344-65-24 Purchasing in emergency situations**

- (A) Emergency procurement is authorized when the goods or services to be purchased are required to correct or prevent an emergency health, environmental or safety hazard and/or enable the emergency repair or replacement of existing equipment essential for daily operations.
  
- (B) In the event a purchase is needed in an emergency situation, purchasing services will authorize the purchase with approval of the following, based on area affected:
  - (1) Director of Facilities Management
  - (2) Director of Public Safety
  - (3) Director of Environmental, Health & Safety
  - (4) Associate Director of Purchasing Services
  
- (C) Purchases of goods or services of fifty thousand dollars or more require the approval of the associate vice president for facilities and operations or designee, or the controller in the absence of the associate vice president or designee.

**Policy Name:** Purchasing in emergency situations.  
**Policy Number:** 3344-65-24  
**Board Approved:** 9/30/2016  
**Effective:** 10/10/2016