

Emergency Purchases

PO Type EP | Louisiana Procurement Code R.S. 39:1598 | Purchase Order issued to vendor

EMERGENCY CONDITION

A situation creating a threat to public health, welfare, safety, or property, including floods, epidemics, riots, equipment failures, or other reasons proclaimed by the chief procurement officer.

NOT AN EMERGENCY

Poor planning does not constitute an emergency condition.

WHEN AN EMERGENCY PURCHASE IS JUSTIFIED

- Standard purchasing procedures cannot be used.
- There is an immediate and serious need for supplies, materials, equipment, or services.
- Delay would seriously threaten State Government operations, preservation or protection of property, or the health or safety of a person.

PURCHASING AUTHORITY

The Director of Purchasing has final authority to determine whether a request qualifies as an emergency under state procurement law.

During and Outside Business Hours

Use the appropriate path based on when the emergency occurs and whether delay is possible.

DURING BUSINESS HOURS

- Contact the Purchasing Section immediately.
- Describe the emergency and the materials or services needed.
- The Director of Purchasing determines whether the request qualifies.

OUTSIDE BUSINESS HOURS

- If delay is not possible, the Budget Unit Head or authorized representative may proceed using discretion.
- Obtain as much competition as practical through written quotations, telephone calls, or other means.
- Proceed with the purchase necessary to address the emergency.

COMPETITION EXPECTATION

Every effort should be made to obtain quotations from three or more vendors for emergency supplies, services, or major repairs, except standard equipment parts with established prices. Immediate purchasing should be discouraged as much as practicable.

DOCUMENT THE ATTEMPT

Record the vendors contacted and the method used. If no quotations were obtained, explain why competition was not practical and why only one contractor was selected.

Required Documentation and Approval

Submit emergency documentation to Purchasing as soon as possible after the immediate condition is addressed.

REQUIRED DOCUMENTS

- Complete the NSU Emergency Declaration Request Form.
- Provide signed written justification from the Budget Unit Head or designee.
- Describe the nature, facts, and circumstances of the emergency.
- Describe competition attempted, including whether three quotations were obtained and the method used.
- If no quotations were obtained, explain why competition was not practical and why one contractor was selected.
- Complete and attach the Telephone/Quotation Tabulation Form when required by the emergency procurement form.

ROUTING AND APPROVAL

- Submit the documentation to the Purchasing Section as soon as possible.
- The emergency procurement form provides for Budget Unit Head, Vice President, and Director of Purchasing/Designee review.
- All emergency justifications are subject to final review and approval by the Director of Purchasing.

AUDIT RECORD

The written justification and quotation record should clearly demonstrate why emergency procurement was necessary and how available competition was considered.

Emergency Purchase

Standard comparison points used across NSU purchase-type guides.

Dollar Threshold	The source does not specify a dollar threshold. The emergency condition and immediate need determine whether emergency procurement is justified.
Purchasing Authority	The Director of Purchasing has final authority to determine an emergency. Outside business hours, the Budget Unit Head or authorized representative may proceed only when delay is not possible.
Department Responsibilities	Contact Purchasing when possible; describe the emergency; obtain practical competition; make only the necessary purchase; complete the Emergency Declaration Request Form and written justification.
Purchasing Responsibilities	Assist during business hours, determine emergency eligibility, review documentation, and issue the Purchase Order to the vendor.
Receiving and Delivery	Address the immediate emergency need and complete normal receiving documentation applicable to the resulting Purchase Order.
Payment and Invoice Routing	Submit the emergency procurement and quotation documentation to Purchasing and route the vendor invoice through the applicable payment process.
Restrictions and Compliance	Poor planning is not an emergency. Obtain three quotations when practicable, document competition or explain why competition was not practical, and obtain final Director of Purchasing approval.