

OLD DOMINION UNIVERSITY

DEPARTMENT OF MATERIEL MANAGEMENT EMERGENCY PROCUREMENT POLICY

Emergency Purchases:

- a. An emergency shall be defined as a situation in which (i) an immediate threat to the public health, safety or welfare is involved, or (ii) immediate action is required to protect or preserve public properties.
- b. In case of an emergency during normal working hours which requires immediate purchase of supplies or contractual services above the departments delegated procurement authority, the Department of Materiel Management shall have the authority to secure any supplies or services to meet the emergency need, regardless of the amount of the expenditure. A full report of the circumstances of emergency purchases shall be made and filed with the Director of Materiel Management.
- c. In case of an emergency not within normal working hours or when the University is closed for any reason, budget unit directors shall be authorized to directly purchase any supplies or services to meet the emergency need. The budget unit directors of such departments shall provide the Director of Materiel Management purchasing documentation and a copy of the delivery receipt, together with a written report of the circumstances of the emergency. The report shall be filed with the Director of Materiel Management. Confirming purchase orders will be issued after the fact.
- d. In the event that computer based systems are not available, the Director of Materiel Management may authorize the use of paper purchase order documents.