Emergency Purchase Orders
Emergency Procurement Orders

- An emergency is defined as an urgent and unexpected event where health and public safety or the conservation of public resources is at risk. A failure to properly and timely plan in advance for a procurement, which then results in a situation in which normal procurement practices cannot be followed, will not constitute an emergency.

- In the event of an emergency, the relevant DMC User Department must immediately alert the Contracts & Procurement Department of the nature of the situation followed by a complete written explanation of the emergent situation.

- If the emergency occurs on off hours, 5pm – 8am, or on the week-end, Saturday or Sunday, the notification to the Contracts & Procurement department should be the next business day.
A Construction Emergency is defined as "...damage to, or a malfunction in buildings or property of the State of New York caused by an unanticipated, sudden and unexpected occurrence which involves a pressing necessity for immediate repair, reconstruction or maintenance in order to permit the safe continuation of a necessary public use or function, or to protect the property of the State of New York, or the life, health or safety of any person."
Processing an Emergency Order

- Identify the Emergency
  - Document the time, date, location and what occurred
  - Identify what or who caused the emergency
  - Create a requisition

- Have a senior campus officer approve/sign the written Emergency Justification (and exemption from NYSCR justification if applicable)