



D SUNY
DOWNSTATE
Medical Center

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.

Construction Emergency

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)