SECTION 17: EMERGENCY PROCEDURES

We understand that emergencies do happen. We are prepared to meet your urgent needs as they take place. Regardless of the cause, emergency purchases are expensive and should be avoided whenever possible.

Emergencies can be defined as follows: A dire situation that poses an immediate threat to life, health or property. Some examples of emergencies are water main breaks, fire, flood, severe weather, or a breakdown in equipment vital to the health and welfare of the university community.

In our day to day work routine “emergencies” are rarely so grave. Unfortunately, work place emergencies often mean something has been overlooked, planning failed to recognize a requirement, or unforeseen circumstances overtook us. The result is a need for expedited or immediate action to obtain goods or service in order not to jeopardize a class or a project. We can shorten bid times, secure verbal quotes, or waive competitive requirements and rush a Purchase Order through Banner when it is justified by the circumstance.

In case of emergency, contact the appropriate buyer for the commodity that needs to be purchased. [http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingFiles/CommoditySplit.pdf](http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingFiles/CommoditySplit.pdf). Explain the circumstances: what is needed; date it is needed (delivery date) by the requisitioner; ship to (delivery) address; vendor name; telephone; fax; contact person; and any other special information. Make sure the Purchase Requisition is submitted by an approved method. See Section 8: Department Purchasing Requisition. A purchase order number will be assigned and the buyer will coordinate with you to expedite the order. Rush orders are given top priority, however, we ask for you assistances by planning purchases to keep rush orders at a minimum.

It is important that all University personnel realize that without prior approval to purchase, any purchases may, and have in the past, become personal liability of the employee who purchased the good or service. This is true regardless of the source of funds, and whether or not the purchase was in the name of Gonzaga University.

Exceptions to the policy regarding prior approval for purchases include repairs of an urgent nature that occurred after working hours, or over a weekend or holiday, which cannot be handled in any other manner. In these cases, the requesting department must obtain a purchase order number from University Purchasing the next working day.