

Emergency Purchases

In accordance with Louisiana Procurement Code R.S. 39:1598

PO Type: EP – Emergency Purchase

Purchase Order is issued to Vendor.

I. Definition of Emergency Condition

Per R.S. 39:1598, an **emergency condition** is defined as:

“A situation which creates a threat to public health, welfare, safety, or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the chief procurement officer.”

Note: *Poor planning does not constitute an emergency condition.*

II. When an Emergency Purchase is Justified

An emergency purchase may be initiated only when the emergency:

- **Prevents the use of standard purchasing procedures;** and
- Presents an **immediate and serious need** for **supplies, materials, equipment, or services;** and
- The delay would seriously threaten one or more of the following:
 - (a) Functioning of State Government
 - (b) Preservation or protection of property
 - (c) Health or safety of any person

III. Procedure During Business Hours

If an emergency arises during business hours:

- Contact the **Purchasing Section immediately** for assistance.
- Provide a description of the emergency and the materials or services needed.
- The **Director of Purchasing** will determine if the request qualifies as an emergency under state procurement law.

IV. Procedure Outside Business Hours

If an emergency arises **after office hours**, and delays are not possible:

- The **Budget Unit Head** or an **authorized representative** may proceed with the purchase using **discretion**.
- Obtain as much **competition as practical** (via written quotes, phone calls, etc.).
- Proceed with the **necessary purchase** to address the emergency.

V. Required Documentation

After the emergency purchase is made:

1. Complete the **NSU Emergency Declaration Request Form**
2. Provide a **written justification**, signed by the **Budget Unit Head** or designee, explaining:
 - The **nature of the emergency**
 - The **competition attempted**, if any
3. Submit the documentation to the **Purchasing Section** as soon as possible.

All emergency justifications are subject to **final review and approval** by the **Director of Purchasing**.

EMERGENCY PROCUREMENT

Louisiana Procurement Code R.S. 39:1598

Conditions for use: "when there exists an imminent threat to the public health, welfare, safety, or public property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the chief procurement officer." Poor planning does not constitute an emergency condition.

Written quotations: Every effort shall be made to obtain quotations from three or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis, except for standard equipment parts for which prices are established. Immediate purchasing shall be discouraged as much as is practicable.

Determination required: The Director of Purchasing will have the final authority for determining any emergency. When an emergency purchase is in order, the Business Affairs/Purchasing Section should be called for assistance. If an emergency condition arises after office hours and circumstances will not permit any delays, then the Budget Unit Head should obtain whatever competition as is practical (written, telephone, etc.) and proceed, using discretion, with the purchase.

1. State facts and circumstances leading to the conclusion that emergency procurement was necessary.

2. A. **Were (3) quotations obtained?** Yes No (complete part B below)

By what means?	Written/Fax Q u o t e s
	Telephone Quotes
	Other

Note: The attached Telephone/Quotation Tabulation Form must be completed and returned with this Emergency Procurement document.

B. **No quotations were obtained:** give written justification why competition was not practical and only one contractor was selected.

Budget Unit Head

Vice President

Director of Purchasing/Designee