

## Emergency Purchases

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### [NSU Emergency Declaration Request Form](#)

In accordance with Louisiana Procurement Code 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." Poor planning does not constitute an emergency condition.

An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies, materials, equipment or services that cannot be purchased by normal methods and lack of which would seriously threaten: (a) The functioning of State Government; (b) The preservation or protection of property; (c) The health or safety of any person.

When an emergency purchase is in order, the 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 or his authorized representative should obtain whatever competition as is practical (written, telephone, etc.) and proceed, using discretion, with the purchase. A written justification explaining the nature of the emergency must then be signed by the Budget Unit Head or his authorized representative and submitted to the Purchasing Section. This justification must indicate competition that was attempted. The Director of Purchasing will have the final authority for determining any emergency.