

# 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.

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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 Quotes
	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