

Emergency Purchasing Procedure

Definition

The existence of an emergency condition may create an immediate and serious need for service, construction or purchases that cannot be met through normal competitive procurement methods, and the lack which of would seriously threaten the function of the University, the preservation or protection of property, or the health and safety of any person.

Emergency Circumstances are those which involve such issues as:

- a) employee and public safety
- b) protection of University property from further immediate damage
- c) the threat of restricting UTSA's capabilities for supplying necessary services to students, faculty and staff.

Process

Emergency purchases, which cost greater than \$ 5,000.01

Stage	Who Does It	Step	What Happens
1	Department	1	Emergency occurs as defined above.
		2	If possible, contact a minimum of three vendors.
		3	Prepares a purchase request and certificate of exemption from competitive bid or proposal requirements justifying using the emergency procedure.
		4	Obtains proper authorization from Vice President or Designee.
		5	Forwards to Purchasing: <ul style="list-style-type: none"> a) copy of purchase request with suggested vendor, b) cost and funding information, c) quote from vendor d) and authorized certificate of exemption from competitive bid or proposal form.
2	Purchasing	1	Creates a purchase order and issues number verbally to Department.

**UNIVERSITY OF TEXAS AT SAN ANTONIO
PURCHASING AND DISTRIBUTION SERVICES DEPARTMENT**

**CERTIFICATE OF EXEMPTION FROM
COMPETITIVE BID OR PROPOSAL REQUIREMENTS**

Date: _____

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- e) protection of University property from further immediate damage
- f) the threat of restricting UTSA's capabilities for supplying necessary services to students, faculty and staff.

This Certificate of Exemption is executed and filed with the Purchasing and Distribution Services Department as follows:

1. The undersigned is authorized to approve an exemption.
2. An exemption according to the definition listed above exists. More specifically, the following event has occurred:

3. Because the exemption stated above exists, the University of Texas at San Antonio intends to contract with _____
which will cost approximately \$ _____

Originator

Department Director Approval

Vice President or designee signature (If over \$2,500.01)