



**DESOTO COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT**

EMERGENCY PURCHASE ORDER

DEFINITION:

“Emergency Purchase” means an emergency situation that occurs where the immediate purchase of goods or services or repair or replacement of equipment, services, or facilities is essential in order to maintain a required service or to prevent danger to life, limb or property within DeSoto County.

“Emergency Process” means a procurement process where the usual competitive bid process is suspended due to the prevailing emergency circumstances.

PRINCIPLE:

The emergency purchase order process is to be used in an emergency situation when the normal functions and operations of the user department could be adversely hampered by processing the purchase requisition through the normal purchasing process. This process is not intended for use when lack of planning occurs on the part of the user department.

PROCEDURE:

Emergencies during working hours, call Purchasing. We will verify the situation and provide an immediate solution. After the problem is resolved, we will ask you to provide written justification describing the emergency.

Emergencies after working hours, under policy, you have the authority to take all reasonable measure to resolve the emergency situation. The next working day, contact Purchasing and advise us of the problem and your action. We will arrange for applicable payments and ask you to provide a written justification describing the emergency.

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EMERGENCY PURCHASE ORDER CHECKLIST

	YES	NO	NOT APPLICABLE
• Does the estimated cost exceed \$2,500.00?	X	_____	_____
• Given the Situation, can the competitive purchasing Process meet your requirements?	_____	X_____	_____
• Has a blanket purchase order been issued for The goods and/or services required?	_____	X	_____
• Has written approval justifying the acquisition been Obtained from the appropriate authority level?	X_____	_____	_____
• Is the following information available to provide To the Purchasing Department to obtain an Emergency Purchase Order number?			
- Estimated dollar value of the goods and/or services	X_____	_____	_____
- The requestor's name	X_____	_____	_____
- Description of the goods and/or services required	X_____	_____	_____
- Vendor name and contact information	X_____	_____	_____
- G/L account number	X_____	_____	_____
• Is there sufficient budget funding to cover the purchase?	X_____	_____	_____
• Has the Purchase Order number been Provided to the vendor?	_____	X_____	_____
• Have the goods and/or services received Been verified with what was ordered on the Purchase Order?	_____	X_____	_____

REPORT OF EMERGENCY ACTION:

QTY:	DESCRIPTION: Fire Panel	COST: \$73,840.85	VENDOR: Piper Fire Protection	PHONE: (941) 377-2100
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REASON FOR EMERGENCY: _____ Fire Panel is nonoperational and a Fire Watch has to be maintained during occupied hours _____

APPROVED BY		
_____ Department Director	_____ Purchasing Director	_____ County Administrator
_____ Date	_____ Date	_____ Date