

<b>Title:</b>		<b>Contents:</b>	<b>P-0900</b>
<b>EMERGENCY PURCHASES</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
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**Policy**

The Purchasing Agent will provide top priority processing to all emergencies especially when it involves, health and safety, potential damage to County buildings or interruption of vital County services.

**Definition**

An emergency is defined as a sudden, unexpected occurrence or set of circumstances demanding immediate action in order to maintain essential or critical services and/or to protect public health and safety.

**Procedure**

Emergency during ISD Purchasing’s regular operating hours:

1. Department will call to alert the Purchasing Agent of the urgent purchase order request.  
Department requiring the immediate or same day purchase of goods or services will prepare a requisition and justification and forward to the Purchasing Agent.
2. The Purchasing Agent will review the request and if acceptable, and will process within the timeframe required by the department.

Emergencies on Fridays (ISD Purchasing regular day off)

Department can contact the ISD Departmental Control Center (DCC). The officer on duty will arrange to handle the situation. The telephone number for the DCC is (323) 267-2321.

Emergencies during off-hours, weekends, holidays, etc.

In a bona fide emergency, departments may take immediate measures to purchase the items or services required (without bidding if circumstances dictate or when availability is limited) and report the transaction to ISD Purchasing during the next regular business day. The department is ultimately responsible for justifying any purchase of goods or services acquired in these situations.