



City of Riverside Administrative Manual

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Prepared by: City Mgr/Finance

Approved:

Department

City Manager

SUBJECT:

Emergency Purchases

PURPOSE:

To provide guidance for making emergency purchases.

POLICY:

Emergency purchases may be made when there is an unexpected immediate need to obtain goods, services or equipment to maintain operations.

Emergency purchases shall be curtailed as much as possible by anticipating needs so that the normal purchasing procedure utilizing competitive bidding may be used.

An "emergency" shall be deemed to exist under any one or more of the following circumstances:

- a. A great public calamity;
- b. An immediate need to prepare for national or local defense;
- c. A breakdown in machinery or essential service which requires the immediate procurement of goods, services or construction to protect the public health, welfare, safety or property;
- d. A using agency operation directly affecting public health, welfare or safety or the protection of public property, is so severely impacted by any cause that personal injury or property destruction appears to be imminent and probable unless goods, services or construction designed or intended to mitigate the risks thereof are procured immediately; or
- e. A using agency is involved in a City project which is of such a nature that the need for particular goods, services or construction can only be ascertained as the project progresses and, when ascertained, must be satisfied immediately for the preservation of public health, welfare, safety or property.

The department head or his/her duly authorized representative must justify and approve each Emergency Purchase Request.

PROCEDURE:

Responsibility	Action
Department, Division Head or Individual Designated Incident Commander	<ol style="list-style-type: none"> 1. Determines need for emergency requirement. <ol style="list-style-type: none"> a. <u>During business hours</u> the requesting department submits a purchase requisition to Purchasing stating the requirement, reason and justification for the purchase. b. <u>After business hours</u> the department will use their best judgement as to the justification of the emergency purchase. If the emergency will require several purchases, an attempt should be made to contact the Purchasing Services Manager or the Assistant City Manager/CFO. 2. Determines if there is an annual Purchase Order for goods or services. <ol style="list-style-type: none"> a. Checks the list of established annual P.O.'s provided to all Department/Division by Purchasing. b. If annual P.O. established, gives supplier name of person authorizing purchase and items to be provided. c. Maintains a log of all purchases authorized from list. Log should contain P.O. number, supplier, quantity, individual contacted, item and price, if available. 3. After duty hours and if no annual purchase order established: <ol style="list-style-type: none"> a. Authorized person provides supplier with emergency purchase authorization number consisting of person's initials and number (Example - BJS-1). b. Maintains a log of all purchases authorized. Log should contain authorization number (use consecutive numbers), P.O. number, supplier, individual contacted, address/ phone, quantity, item, price, if available. 4. Prepares a "confirming" Purchase Requisition no later than the following business day. <ol style="list-style-type: none"> a. Public Utilities Department obtains approval from Board of Public Utilities, if required, for all utility purchases and indicates approval date on purchase requisition and attaches copy of board memorandum.
Purchasing	<ol style="list-style-type: none"> 5. Issues a confirming Emergency Purchase Order upon verification of funds. 6. Issues a Request for Payment at the discretion of the Purchasing Services Manager.

Distribution: Regular