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**UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL**

TITLE: Emergency Purchase Order  
CATEGORY: Supply Chain Services

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SUPERSEDES:

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**I. PURPOSE:**

To provide a method for emergency purchases and to set forth the conditions under which such purchasing is approved.

**II. SCOPE:**

**III. POLICY:**

A University Purchasing Card (PCard) may be used to make an emergency purchase if the purchase is for an approved commodity and the value is up to \$2,000. Refer to policy D050 Purchase Card.

Emergency purchases of goods and services which cannot be paid for using a PCard must be requested through a purchase requisition. The purchase requisition must be submitted before the order is placed, otherwise, it is an unauthorized purchase.

An Emergency Purchase Order will be issued by the Purchasing Department when a true emergency exists. A true emergency is one in which one or more of the following conditions exists:

1. Classes or student services will be interrupted.
2. An experiment will fail or be delayed.
3. The health or safety of the community, employees or students of the University will be endangered if the situation is not immediately remedied.
4. An immediate repair would reduce the risk of a more extensive repair.

**IV. DEFINITIONS:**

**V. PROCEDURE:**

1. If a PCard cannot be used to make the purchase, submit a purchase requisition through UMeNET if possible or submit a paper purchase requisition to Purchasing.

2. Once the authorized approvals or signatures are obtained from the authorized individuals in the requesting department, the requisition is submitted to Purchasing along with a written explanation of the emergency. Call Purchasing to communicate the need for an emergency purchase order.

3. Purchasing will issue a purchase order and communicate it to the department.

4. The Department or Purchasing will communicate the purchase order number to the vendor, definitions, and/or forms that facilitate policy compliance. When specific procedures are a required part of the policy, they may be included. Numbering procedural steps or bulleting multiple requirements may add to the clarity of this section.