



## **EMERGENCY PURCHASES POLICY**

OPERATING | 500.582

### **Last Evaluation**

1/2/2024

### **Executive Staff Approval**

1/16/2024

### **Board Approval**

3/20/2024

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## **1. Policy Purpose**

The purpose of this policy is to develop a plan to meet the procurement needs for the College in an emergency.

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## **2. Policy Statement**

This policy defines what constitutes an emergency and provides guidance for procurement of necessary supplies or services in a timely manner.

## **3. Policy**

- 3.1 An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be determined by the College President and/or Vice President of Administrative Services/CFO, and/or the Vice President of Instruction, and/or the Vice President of College Relations, or designee. The existence of such a condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods. Mountainland Technical College has a system for emergency purchases to assure the acquisition or repair of facilities, supplies and equipment within a reasonable period of time to support continuous instruction.
- 3.2 Emergency procurement shall be limited to supplies, equipment, repairs, services, or construction items necessary to meet the emergency.

- 3.3 The source selection method used shall be selected to help identify potential sources of supply that can be solicited in time to meet the emergency. Given this constraint, such competition as is practical shall be obtained.
- 3.4 The employee responsible for making an emergency procurement shall make a written determination stating the basis for an emergency procurement and for the selection of a particular supplier.

**4. Evaluation History**

Last Evaluation	Executive Staff Approval	Board Approval
1/17/2008		1/17/2008
2/28/2021	3/29/2021	5/19/2021
1/2/2024	1/16/2024	3/20/2024