

Approval Date: June 21, 2010
 Most Recent Editorial Date: August 8, 2012

Parent Policy: [Supply of Goods and Services Policy](#)

Emergency Purchases Procedure

Office of Administrative Responsibility:	Supply Management Services
Approver:	Associate Vice-President (Finance & Supply Management Services)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	SMS Customer Service 780-492-4668 customerservice@sms.ualberta.ca
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Overview

Situations may arise whereby an exception to the University's *Supply of Goods and Services Policy* and related Procedures may be required. **Emergency purchases** represent one of these potential situations. Typically, emergency purchases result when an unforeseeable situation or urgency exists and there is no opportunity to seek competitive bids in accordance with University procedures. Failure to anticipate a need or lack of planning is not of itself considered a bona fide emergency. Proper planning will eliminate most "emergency" purchases.

Purpose

The purpose of the procedure is to outline the process to be followed when an emergency purchase is required.

PROCEDURE

1. REQUISITIONING PROCESS

- a. Submit a completed Purchase Requisition to SMS clearly indicating the goods and services to be purchased and ensure that the supplier's legal name has been used. Any associated components (e.g. supplier quote, drawings, etc.) must be included with your Purchase Requisition. The Purchase Requisition is the authorization to initiate the procurement process; it enables a Purchase Order and/or Agreement/Contract to be generated and provides the speed code and account number to be entered into the financial accounting system. The requisition is to be marked "Emergency Purchase" and state the reason for the emergency.
- b. If the proposed purchase exceeds the *Competitive Bid Thresholds* complete a *Competitive Bid Exception Form* in accordance with the *Competitive Bid Exception Procedure*.
- c. SMS will issue a Purchase Order or Contract/Agreement to the supplier on behalf of the end user University unit.
- d. All purchases are subject to the University's terms and conditions of Purchase Order.

e. All acquisitions must be made in strict compliance with all sponsor terms and conditions and the University's policies and procedures.

f. Certain transactions may fall under the non-resident tax legislation and may be subject to withholding of tax. In accordance with the provisions of the *Income Tax Act* (Canada), the University will withhold and submit 15% of the fees charged on each invoice for services performed in Canada unless the Contractor obtains from CRA a waiver or reduction in the amount to be withheld.

2. CHANGES TO PURCHASE ORDER

Any revisions/corrections to the Purchase Order or Contract/Agreement must be done by way of a *Change Order Draft*.

3. PURCHASING AND SIGNING AUTHORITY

Requisitions must be requested only by authorized University employees in accordance with the *Signing Authority and Delegation of Signing Authority Policy – All funds and the Signing Authority and Approval Procedure*.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Emergency Purchases	An emergency purchase is defined as a circumstance in which an immediate purchase or purchasing decision is necessary to prevent a serious delay, which delay reasonably could result in a danger to life, damage to property, or suspension of the provision of an essential service.
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FORMS

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[Change Order Draft](#)

[Competitive Bid Exception Request](#)

RELATED LINKS

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[Competitive Bid Exception Procedure](#) (UAPPOL)

[Competitive Bid Procedure](#) (UAPPOL)

[Competitive Bid Thresholds](#) (University of Alberta)

[Signing Authority and Approval Procedure](#) (UAPPOL)

[Signing Authority and Delegation of Signing Authority Policy – All Funds](#) (UAPPOL)