

# Procurement Helpful Tips

## What is an Emergency Purchase?

**Emergency Procurement.** An expeditious Purchase of Commodities or Services to address an Emergency, which may result in harm to public health, safety, or welfare.

In the case of emergencies that require the immediate Purchase of Commodities or Services, the County Manager or Designee, is empowered to secure such Commodities or Services without Competitive Procurement. In this event, all measures as are reasonably possible under the circumstances, shall be taken to assure the maximum cost benefit to the County of the Commodities ore Services procured.

Written justification from the department explain why this Emergency Purchase is required must be completed with signatures prior to entering a requisition into the County's Financial system.

Where to obtain the form:

<http://intranet.leegov.com/ProcurementManagement/SitePages/Forms.aspx>

Things to remember when submitting an Emergency Purchase form:

- Completely fill out the form as if you are bidding out, do not leave any area blank.
- Need to enter a complete description of what the circumstances necessitating this Emergency Purchase are.
- Have the requesting department Director or designee sign it.