

Memo to: UH-Downtown/PS Holders  
From: Max Castillo  
Subject: Emergency Purchase Orders

UH-Downtown/PS 05.C.05  
Issue No. 2  
Effective date: 10/15/01  
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## **1. PURPOSE**

This PS outlines the circumstances under which a situation may qualify as an emergency and the process by which an emergency purchase order (EPO) may be placed at the departmental level. This policy complies with University of Houston System Administrative Memorandum 03.B.01 and with all university, state, and federal regulations and applies to all University of Houston - Downtown (UHD) departments and funds, with any distinctions noted.

## **2. POLICY/PROCEDURES**

2.1 The UHD Purchasing Department is authorized to provide for emergency purchases and is the primary authority for determining whether a stated departmental need qualifies as a bona fide emergency eligible for an EPO.

2.1.1 When a situation exists wherein the requirement for goods and services is so severe that the university will suffer operational or financial damage if the goods or services are not secured immediately, an emergency purchase order should be executed.

2.1.2 An "emergency purchase" may be required when a needed good or service involves a higher level of expenditure from state funds than otherwise allowable, and/or the University cannot tolerate the six to eight weeks it may take for the state to place an order.

2.1.3 An emergency purchase is when a situation exists in which the requirement for goods and services is so severe that the department will suffer operational or financial damage if the goods or services are not secured immediately.

2.1.4 The emergency must be of a time critical nature such that a rush purchase processed through normal channels will not suffice.

2.2 Emergency purchase orders are restricted to the following dollar limits set forth in Exhibit A.

## **3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Purchasing Manager  
Review: Biennial

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President

Policy History  
Issue #1: 11/01/99

**State and Local funds:**

Up to \$4,999.99

\$5,000 and over (must submit emergency justification) Purchasing Dept. discretion

**Internal repairs**

(A State General Services Commission terms for a repair that requires a vendor to provide both parts and labor, the extent of which cannot be determined until the repair is in progress)

State (HEAF) and local funds:

Over \$25,000.00

(must submit emergency justification; must be advertised on the Texas Market Place for a minimum of 24 hrs prior to the award)