

PURCHASING FORMS MANUAL

Subject: Emergency Requisitions

Section: 7.03

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In emergency situations, two options are available –create a purchase requisition/purchase order or use a purchasing card.

To create a purchase order:

1. Create an Electronic Requisition in Banner.
2. Call Purchasing with the Electronic Requisition Number and explain the nature of the emergency plus the steps taken to resolve the emergency.
3. The completed Purchase Order copy will be e-mailed to the requisitioner.

It is the department's responsibility to send a copy of the purchase order and/or confirm the purchase order to the vendor.

To use a Purchasing Card:

1. If the purchase is over the MCC group limits, call Purchasing to explain the nature of the emergency plus the steps taken to resolve the emergency.
2. Send a written request for a one-time increase in the MCC Group limit and/or credit limit.
3. Purchasing will reply when the one-time increase has been completed.

NOTE: Purchasing reserves the right to seek or offer additional information, advise and/or ask for documentation/quotes.