



DIVISION OF PURCHASING & GENERAL SERVICES



POLICIES AND PROCEDURES

Policy # 017

Subject: Emergency Purchase Process for Executive Branch State Agencies

Effective: July 20, 2016

**Ref: UCA 63G-6a-803
UAC R33-8-401
Delegation to Executive Directors updated July 21, 2016**

Purpose:

The purpose of this policy is to establish the process for emergency purchases for Executive Branch State Agencies.

Definitions:

"Executive Branch Procurement Unit" means a department, division, office, bureau, agency, or other organization within the state executive branch.

Policy:

The Executive Branch Procurement Unit shall conduct an emergency procurement as outlined in UCA 63G-6a-803, UAC R33-8-401, and as described in the limited purchasing delegation to Executive Branch Procurement Units from Kent D. Beers, Director of Purchasing on August 12, 2014. The executive director of the Executive Branch Procurement Unit must grant approval to proceed with the emergency procurement.

After the emergency has been abated, the Executive Branch Procurement Unit shall prepare and submit a written document explaining the emergency condition that necessitated the emergency procurement to purchasingsolicitations@utah.gov. The written document must also demonstrate that the emergency procurement was conducted according to the referenced Code and Rule.