



division of
**Purchasing and
General Services**

POLICIES AND PROCEDURES

Subject: Emergency Purchase Process for Executive Branch State Agencies

Policy Number: PURCH-01

UCA 63G-6a-803 UAC R33-8-401, Delegation to Executive Directors updated January 31, 2018

Issue/Revision Date: 1 July 2021

Purpose:

The purpose of this policy is to establish the process for emergency purchases for all Executive Branch Agencies that fall under the jurisdiction of the Utah Division of Purchasing

Definitions:

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

"Contract" means an invoice, contract, PO, or any other document that obligates the state to make a payment.

Policy:

The Executive Branch Procurement Unit with 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 the Executive Director of the Executive Branch Procurement Units from Christopher W. Hughes, Chief Procurement Officer, on April 20, 2021. At the discretion of the Executive Director, the emergency procurement authority may be delegated in writing to an individual(s) within the department.

Within 12 days of the emergency procurement, the Executive Director or the Executive Director's designee shall prepare and submit documentation:

- a) describing the specific emergency that necessitated the emergency procurement;
- b) documenting the basis for the selection of the procurement item;
- c) declaring the name of the highest-ranking government official that approved the emergency procurement; and
- d) providing each written contract related to the emergency procurement.

The documents shall be sent to purchasingsolicitations@utah.gov. Within two days of receiving the emergency procurement documentation, the Utah Division of Purchasing shall post the documentation to the Division's website.

Additional contract documentation received after the initial 12 requirements shall be sent to purchasingsolicitations@utah.gov as an amendment to the original email.