



## POLICIES AND PROCEDURES

Policy # 017

**Subject:** Emergency Purchase Process for Executive Branch State Agencies Effective  
**Effective:** July 20, 2016  
**Revised:** January 31, 2018  
**Reference:** UCA 63G-6a-803 UAC R33-8-401, Delegation to Executive Directors updated July 21, 2016

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### **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 Christopher W. Hughes, Director of Purchasing on January 31, 2018.

After the emergency has been abated, the Executive Director, or designee, of 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](mailto:purchasingsolicitations@utah.gov). The written document must also demonstrate that the emergency procurement was conducted according to the referenced Code and Rule.