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- I. Purpose To provide guidance on Emergency Purchases pursuant to Escambia County Code of Ordinances, Section 46-93 signature authority and information reports.
- II. Scope These guidelines apply to all declared Emergency Purchases, signature authority and informational reports to the Board of County Commissioners.
- III. Responsibility
- A. Pursuant to Escambia County Code of Ordinances, Section 46-93 Emergency Purchases with legal confirmation, all emergency purchases must be authorized by the BCC's Chair, including those which are less than \$50,000.
- B. Stamp or type, in the body of the purchase order, the reference to Escambia County Code of Ordinances, Section 46-93 on all emergency purchases.
- C. Department deemed emergency purchases of \$50,000 or above requires that Department Director or designee of the using department prepare the Emergency Purchase Request Memorandum, Policy and Procedures Form #FOO52, which will accompany the purchase request, providing background as to the need of the emergency purchase. This letter is transmitted through the County Administrator to the BCC's Chair who may authorize emergency purchases exceeding fifty thousand dollars (\$50,000).

Such purchases are exempt from the requirements of the competitive bid or proposal process.

- D. Emergency purchases authorized by the BCC's Chair of fifty thousand dollars (\$50,000) or above will be reported to the Board at the next regularly scheduled meeting through an Information Report Memorandum, Form #OF0035 (Operations Manual).

The Information Report Memoranda Form #OF0035 as the emergency purchases occur during that particular month is prepared by the Purchasing Agent, reviewed and signed by the Purchasing Manager, then submitted to the County Administrator for placement on the agenda.

Emergency Purchases are subject to internal audit review.

Note: Please refer to Emergency Declaration Procedure PP-240 for cases of hurricanes, natural disasters, etc.