

Ball State University
Purchasing Department
Purchasing Procedures for Emergency Situations

Background

Ball State University has established a crisis management protocol for the management of a crisis or emergency from beginning to end (www.bsu.edu/web/ur/responseguidelines/). The purpose of this document is to establish purchasing procedures to ensure that, in the event of a crisis or emergency situation, university personnel charged with responding to the situation are guided in the proper acquisition of commodities and services in a fair and accountable manner.

Definition of Crisis or Emergency Situation

A crisis or emergency is defined as any unplanned event that significantly threatens the health and safety of multiple members of the Ball State community; causes operational disruption, or physical or environmental damage, and harm to the university's public standing. Emergency purchases may only occur when the usual purchasing procedures cannot be followed due to a disruption in the ability to conduct business in the normal manner. Poor planning does not constitute an emergency or crisis situation.

Ethical Considerations

It is of the highest importance that the university responds quickly and effectively to safeguard the Ball State community's safety and welfare during a crisis or state of emergency. Yet, even under those circumstances, the acquisitions of commodities and services must be effectuated in a fair and accountable manner. Be advised that once the crisis or emergency has passed, that actions taken under the stress of the moment will be examined and objectively evaluated. Therefore, it is important to exercise sound judgment and discretion when acquiring commodities and services related to the emergency and to keep records and logs of transactions, to the greatest extent possible under the circumstances, for accountability.

Protocol

- The Purchasing Department must be contacted as soon as it is determined that an emergency purchasing situation arises.
- The Associate Vice President for Business and Auxiliary Services is responsible for issuing instructions to the Director of Purchasing regarding the procedures to be followed for determining emergency purchases.
- The Director of Purchasing is responsible for ensuring that in emergency situations the normal pattern for reviewing and approving purchases is maintained as closely as feasible while the purchasing processes are accelerated and expedited.

- The Director of Purchasing may designate during major emergencies (such as severe storms involving tornado damage) one or Purchasing Department staff members to be on call twenty-four (24) hours a day. These designated agents will be registered with the crisis management team. Each designated agent is authorized to work within designated emergency purchasing procedures to assist with any needs.
- Emergency purchase orders may be assigned special numbers to designate the specific emergency and to facilitate tracking as may be required for various agencies such as the Federal Emergency Management Agency (FEMA).
- The documentation for each expenditure shall include specifications, bids, no-bids, award justifications and any other relevant data and shall be kept in an orderly manner that will enable any interested party to understand the specifics of the expenditure.
- A complete written record shall include a summary sheet that details all acquisitions for the emergency and lists date of purchase, vendor, dollar amount, commodity or service description, quantity, number of bids obtained and whether the award was made to the low bidder.
- The written record of all expenditures relating to the emergency shall be submitted to the Associate Vice President for Business and Auxiliary Services within thirty (30) days of the expiration of the declaration of the emergency.
- The Associate Vice President for Business and Auxiliary Services may remove the spending authority at any time during the emergency and appoint a person or organization to manage the emergency expenditures.
- All emergency expenditures are subject to complete review and/or thorough audit as requested by the Associate Vice President for Business and Auxiliary Services.