

# North Dakota State University

## Policy Manual

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### SECTION 405 EMERGENCY PURCHASING

SOURCE: SBHE Policy Manual, Section 803.2  
NDSU President

The policies governing purchasing procedures for the university system and its institutions shall be waived when the purchasing agent or other person delegated that authority determines that an emergency requires such action. An "emergency" means when the immediate demand for supplies, materials, or services is such as to seriously hamper the operation of the institution, and in spite of all remedial action possible, would result in damage more costly than the purchase involved, if purchased through normal procedures. The nature of the emergency and determination that the circumstances justified waiver of purchasing procedures shall be documented in writing.

#### *NDSU Guidelines*

- 1.1 *The Director of Purchasing is the person designated to determine when an emergency exists.*
- 1.2 *See page 9 of Section G Procurement, Financial Processing Guidelines for NDSU Departments for further information relating to emergency purchasing.*

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HISTORY:  
Amended January 1997  
Amended January 2003  
Housekeeping August 2011