



The Emergency Purchase Order Process is used to acquire goods or services when there is an actual or potential life-and-limb safety issue, immediate loss of service, environmental hazard, imminent property damage, or interruption to business operations.

The purpose of the Emergency Purchase Order Process is to provide company personnel with a means to quickly acquire goods or services in an emergency situation. The Emergency Purchase Order Process is only valid if the purchase has to be made immediately and if, because of urgency and time constraints, it cannot go through the standard Purchase Requisition Process.

Authorized Requestors and Approvers are delegated authority to purchase materials or services (i.e., commit company funds) up to their approval level in the event of an emergency.

*Note: A purchase requisition and purchase order are required for all purchases of goods and services.*