

Guidelines on Emergency Purchase

Purchase of goods and services that arises from an urgent, on-the-spot need for the continuation of vital programs and/or operations and where normal purchasing procedures requiring either a regular or a competitive sealed bid/proposal may not apply.

Policy Statement

Normal purchasing procedures must be followed at all times. Planning for all purchases should be made by the respective office/Department Heads and should allow for normal purchasing lead time. In cases, however, when there is an urgent, on-the-spot need for the purchase of goods and services and normal purchasing methods may seem impractical, the purchase of goods and services through regular canvass or sealed bidding may be waived to give way to an emergency purchase upon the approval of the President.

Guidelines

A purchasing request may only be considered an emergency if it meets criteria 1 plus either criteria 2, 3, 4, 5.

1. Is not the result of a lack of planning and needs an immediate extraordinary response (e.g. is the result of a sudden calamity or a similar unforeseen disaster).
2. Is a response to an unforeseen circumstance that requires an immediate action due to threat to life or property (e.g. medical emergency).
3. Inaction or a lack of response will result in a significant loss to the University,
4. Not purchasing the item or service immediately would result in a major disruption of University operations.
5. A complex situation that the DLSU President has requested support for.

Outside of these situations above, all requests must be processed by the Procurement office following the standard operating procedures, otherwise payment will not be processed and the requesting unit who consummated the purchase transaction will be liable for the payment, even if the item/service had already been delivered/served to the University.

Procedures

1. The requesting unit shall fill-out the Material Requisition Form (MRF). The MRF should be approved by the Office/Department Head/Budget Owner and must be accompanied by a separate formal justification letter addressed to the President with the following:
 - Budget Clearance from Finance and Accounting Office
 - Approval from the President
2. Submit the approved MRF and approved justification to Procurement Office.
3. The Procurement office shall expedite the processing of request to serve the purpose of its urgency.