5.B.3

To support continuous instruction, the institution has a procedure for emergency purchase of instructional supplies and to ensure the acquisition and repair of instructional equipment within a reasonable period of time.

Exhibit 5.B.3.1 — Purchasing Policy (Emergency Procurement Highlights)



Finance: Purchasing

Effective Date: 9/7/2023 Board Approval: 9/7/2023

3.5. Emergency Procurement: A Procurement conducted due to circumstances that threaten public health, welfare, safety, property, or other harm, including presenting a risk of causing financial harm to the College or significantly disrupting College

operations, or circumstances where timeliness, litigation deadlines or other factors necessitate waiver of provisions of the standard Procurement process.

- 4.4.3. Exceptions to Procurement Requirements: Institutions may award a Contract for a Procurement item without using a standard Procurement process under the following circumstances. (See Utah Board of Higher Education Policy R571-8.)
- 4.4.3.6.Emergency purchases as approved by the Vice President of Finance and Operations or the College President.

Source: Purchasing Policy



Exhibit 5.B.3.2 — Purchasing Exception Form (Emergency Procurement)



Southwest Tech EXCEPTION REQUEST FORM

ALL EXCEPTION REQUESTS OVER \$5,000, MUST BE PRE-APPROVED BY THE FINANCE DEPARTMENT.

An exception to the standard procurement process is appropriate if the Southwest Tech Finance Department agrees
that:

(a) there is only <u>one source</u> for the procurement item; (b) <u>compatibility/transitional costs</u> (c) the procurement item is needed for trial use or testing to determine whether the item/service will benefit the department; (d) An <u>Emergency Procurement</u> was necessary as defined in the Southwest Tech Purchasing Policy.

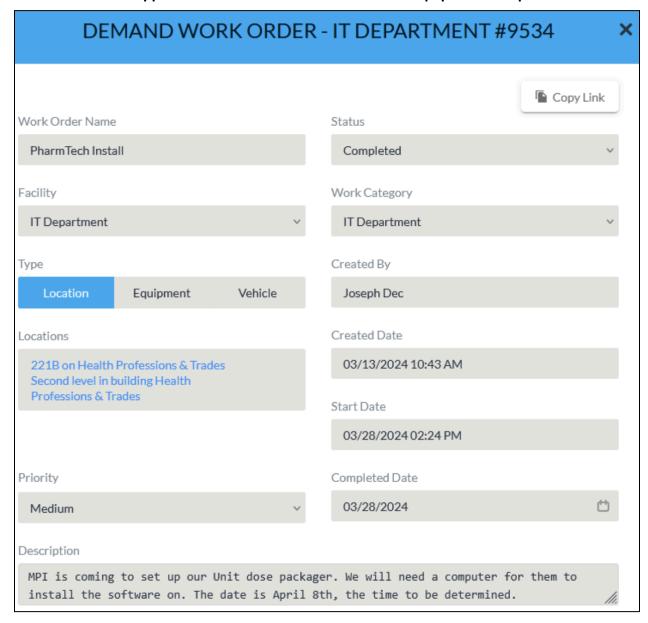
Part 2: Please fill out the section that best describes your Exception Request There is only one source for the product/service/equipment This type of transaction includes compatibility/transitional costs from existing equipment, technology, software, accessories, replacement parts, or service A procurement item is needed for trial use or testing to determine whether the procurement item will benefit the business unit. Complete section C Emergency Procurement Complete section D

Section D: EMERGENCY PROCUREMENT	
1.	What caused the request or an Emergency Procurement
2.	Location of the incident?
3.	Date of Incident
J.	Date of medent

Source: Purchasing Exception Form



Exhibit 5.B.3.3 — Hippo CMMS Work Order for Instructional Equipment Setup



Source: <u>Hippo CMMS Work Ticket Samples</u>

