


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)

 SOUTHWEST TECH <small>SOUTHWEST TECHNICAL COLLEGE</small>	Finance: <u>Purchasing</u> 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 one source for the procurement item; (b) compatibility/transitional costs (c) the procurement item is needed for trial use or testing to determine whether the item/service will benefit the department; (d) An Emergency Procurement 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	Complete section A
This type of transaction includes compatibility/transitional costs from existing equipment, technology, software, accessories, replacement parts, or service	Complete section B
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

Source: [Purchasing Exception Form](#)

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

DEMAND WORK ORDER - IT DEPARTMENT #9534

Copy Link

Work Order Name
PharmTech Install

Status
Completed

Facility
IT Department

Work Category
IT Department

Type
Location
Equipment
Vehicle

Created By
Joseph Dec

Locations
221B on Health Professions & Trades
Second level in building Health Professions & Trades

Created Date
03/13/2024 10:43 AM

Start Date
03/28/2024 02:24 PM

Priority
Medium

Completed Date
03/28/2024

Description
MPI is coming to set up our Unit dose packager. We will need a computer for them to install the software on. The date is April 8th, the time to be determined.

Source: [Hippo CMMS Work Ticket Samples](#)