

<b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number  2.3  Date Filed	Total Pages  2  Effective Date  May 7, 2006
References/Authority KRS 45A.095, 200KAR 5:309 ACA 4-4218	Subject  <b>EMERGENCY PURCHASES</b>	

## I. DEFINITIONS

“Emergency condition” is defined by KRS 45A.095.

"Emergency condition" means a situation which creates a threat or impending threat to public health, welfare, or safety such as may arise by reason of fires, floods, tornadoes, other natural or man-caused disasters, epidemics, riots, enemy attack, sabotage, explosion, power failure, energy shortages, transportation emergencies, equipment failures, state or federal legislative mandates, or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government, the preservation or protection of property, or the health or safety of any person.

## II. POLICY and PROCEDURES

This policy shall provide guidelines for all employees regarding the purchase of any item in reaction to or to remedy an emergency condition.

### A. Authorization

1. All budget heads and directors shall gain verbal approval for any emergency purchase on a case by case basis from the appropriate Deputy Commissioner.
2. If verbal approval has been obtained, the budget unit head or director shall authorize the business manager of his unit to make the emergency purchase for replacement or repair.

### B. Justification

1. Written documentation regarding the nature and circumstances of the emergency shall be provided, to the appropriate Deputy Commissioner by the budget unit head or his designee, as soon as practicable after the incident.

Policy Number	Effective Date	Page
2.3	May 7, 2006	2

2. If time permitted the receipt of any written bids from potential vendors, they shall be attached to the justification to Corrections Central Office.
3. If verbal quotations or bids are received, they shall be included in the justification to Corrections Central Office.
4. The written justification shall be submitted for approval to the Secretary of the Finance Department.