

# PROCEDURE

Effective Date: March 16, 2026

Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U525.B](#)

**See Also:**

[POL-U501](#) (Methods and Thresholds for Procuring Goods & Services)

[PRO-U525.A](#) (Exceptions to the Competitive Solicitation Process)

[FRM-U501.A.03.A](#) (Request for Quotation)

[FRM-U.501.A.03.B](#) (Quotation Tabulation)

## PRO-U525.B EMERGENCY PROCUREMENTS

*This procedure applies to the purchase of goods and services required to address an emergency. An Emergency Procurement is defined as a purchase made after a written determination by the CPO that:*

- 1. there exists an emergency condition which creates an imminent threat to public health, welfare, safety, or public property, or conservation of public resources;*
- 2. the emergency condition creates an immediate and serious need for goods or services that cannot be met through normal procurement methods.*

*Emergency procurements shall be made using the most competitive process available, consistent with the urgency of the situation. Departments should attempt to follow normal purchasing guidelines as much as possible by utilizing master/existing contracts or obtaining competitive pricing (written, telephone, etc.).*

*When feasible, contact Procurement when an emergency arises to obtain approval from the Chief Procurement Officer (CPO) or designee prior to any purchase. **Departments are responsible for providing documentation to justify emergency purchases.***

**Action by:**

User Department

**Action:**

1. **Assesses** the situation to determine the emergency.
2. **Determines** the goods, services, or repairs strictly necessary to address the immediate threat.
3. **Prepares** justification requesting declaration of emergency from Procurement. Justification must be signed by the department head or the authorized representative and should include the following
  - basis of the emergency (must specifically state how it is a threat);
  - an estimate of cost;
  - the steps taken to select a supplier;

- and the justification for not using normal procedures.
4. **Seeks** quotes from master/existing contract suppliers or from multiple suppliers via a competitive process, if time permits.
    - **Requests** the supplier(s) complete the **LSU Request for Quotation** form or equivalent, if competitive process is conducted. (See FRM-U501.A.03.A)
    - **Tabulates** supplier responses using the **LSU Quotation Tabulation** form, if applicable. (See FRM-U501.A.03.B)
  5. **Obtains** insurance certificate from supplier, if onsite work is needed.
  6. **Creates and submits** a non-catalog requisition and attaches all above correspondence and documents to requisition. *Sends a separate email to the buyer including the requisition number and attachments to expedite the purchase if needed.*
  7. **Reviews** requisition and attachments to ensure compliance.
  8. **Issues** purchase order.

Requisition Sourcing  
Buyer